



Centralia School District

September Regular Board Meeting

Date and Time

Thursday September 24, 2026 at 5:00 PM PDT

Thursday, September 24, 2026

Centralia High School Performing Arts Center

5:00 p.m. Board Meeting

Zoom: <https://centralia-wednet-edu.zoom.us/j/95286294934>

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

Student Board
Representatives

C. Record Attendance

Tim Browning, President

Deb Parnham, Vice President

Sarah Holmes, Director

Lisa Leon, Director

Presenter

D. Approval of the Agenda

II. Appointed School Board Director- Oath of Office

- Leah Sisemore

III. School Board Student Representatives- Oath of Office

- Aniela Gunn
- Becca Jones

IV. Public Comment

V. FFA Spanish Creed- Rubit Hernandez

VI. Recognition

A. Tiger Scholar Award

Centralia High School

- Beckham Rodriguez, 9th grade
- Hayden Williams, 10th grade
- Elizabeth Luna, 11th grade
- Brody Huffman, 12th grade

Oakview Elementary

- Ethel Holmes, Kindergarten
- Scarlett Campos Villanueva, 1st grade
- Winter Zavodsky, 2nd grade
- Quinn Porter, 3rd grade
- Ariadna (Ari) Angel Bautista, 4th grade
- Matthew Perez Mendez, 5th grade
- Andrew Heikes, 6th grade

Washington Elementary

Presenter

- Pepper Pydynkowsky, Kindergarten
- Taj Stolz, 1st grade
- Beckett Soto, 2nd grade
- Harmony Christoffer, 3rd grade
- Ben Vongphosy, 4th grade
- Diego Caracosa Rodriguez, 5th grade
- Jackson Moser, 6th grade

B. Tiger Strong Award

Centralia High School

- Juliett Mostert, 10th grade

Oakview Elementary

- Willow Lyle-Eitmiller, 3rd grade

Washington Elementary

- Robert Kleweno, 5th grade

C. Centralia IT Award

Centralia High School

- Jodie Triana, Head Secretary

D. Pillar of Success Award

Centralia High School

- Mike Lowrey, Safety and Security Coordinator

Oakview Elementary

- Michelle Leslie, 2nd grade Teacher

Washington Elementary

- Tammy Seaton, General Music Teacher

Presenter

VII. Reports to the Board

- | | | |
|-----------|-------------------------------|------------|
| A. | Student Representative Report | |
| B. | Superintendent Report | Lisa Grant |
| C. | Strategic Plan Update | Lisa Grant |

VIII. Approval of Consent Agenda

- | | | |
|-----------|--------------------------|--|
| A. | Previous Meeting Minutes | Lisa Grant |
| B. | Personnel | Samantha Mitchell,
Exec. Director of
Human Resources |
| C. | Travel Requests | |
| D. | Voucher Warrants | Joe Vetter, Exec.
Director of Fiscal
Services |
| E. | Budget Status Report | |

IX. New Business

- | | | |
|-----------|--|--|
| A. | Consideration of Approval of 2026-27 Multi Lingual and Migrant Program | Jeff Broome, Exec.
Director of Teaching
and Learning |
| B. | Consideration of Approval of 2026-27 Transitional Bilingual Instruction Program | Jeff Broome, Exec.
Director of Teaching
and Learning |
| C. | Consideration of Approval of Resolutions 2026-06 through 2026-10, Out of Endorsement Waivers | Samantha Mitchell,
Exec. Director of
Human Resources |
| D. | Consideration of Approval of 2026-11 Cancellation of Warrant | Joe Vetter, Exec.
Director of Fiscal
Services |
| E. | Consideration of Approval of Student Handbooks | Lisa Grant,
Superintendent |

Presenter

F. Consideration of Approval of Aya Contract- Nurses

Tammie Jensen-
Tabor, Exec.
Director of Special
Services

G. Consideration of Approval of 2026-27 Salary Schedules

Samantha Mitchell,
Exec. Director of
Human Resources

X. Board Member Reports

XI. Follow Up Items

XII. Executive Session

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

XIII. Closing Items

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

Study Session

Thursday, October 8, 2026

5:00 p.m. at Centralia High School Performing Arts Center

Board Meeting

Thursday, October 22, 2026

5:00 p.m. at Centralia High School Performing Arts Center

B. 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

Previous Meeting Minutes

Section:	VIII. Approval of Consent Agenda
Item:	A. Previous Meeting Minutes
Purpose:	Vote
Submitted by:	
Related Material:	8.27.26 Regular Board Meeting Minutes.pdf 9.10.26 Study Session Meeting Minutes.pdf 9-16-26 Special Board Meeting Minutes (1).pdf



Regular Board Meeting Minutes

Thursday, August 27, 2026

Centralia High School PAC

5:00 p.m. Board Meeting

A. CALL TO ORDER

ATTENDANCE

Tim Browning, President; Deb Parnham, Vice President; Sarah Holmes, Director; Lisa Leon, Director; Kayla Mounts, Director; Maddie Ahern, Student Board Representative; Lisa Grant, Secretary; and Brittany Kindell, Recording Secretary.

PLACE AND TIME OF MEETING

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

B. FLAG SALUTE

Tim Browning, Director, led the pledge of allegiance.

C. APPROVAL OF THE AGENDA

Sarah Holmes moved, and Deb Parnham seconded the motion.

The motion carried with a unanimous vote.

D. RECOGNITION

The Board recognized Kayla Mounts for her service to Centralia School District, and presented cards and a small gift. This stands as her last meeting as a school board director.

E. VIDEO REPORTS (INFORMATIONAL ONLY)

- a. 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. No formal action has been taken on these items during this meeting.
 - i. Highly Capable Video Report
 - ii. Summer School Video Report

F. REPORTS TO THE BOARD

a. Special Services Department Report

Tammie Jensen-Tabor, shared a report introducing the board to her Special Services staff members. She also shared program highlights as well as legislative updates to laws around special services.

b. Superintendent Report

Lisa Grant, Superintendent, shared the monthly report with an update on upcoming events, enrollment, and district activities.



c. Strategic Plan Update

Jeff Broome, Executive Director of Teaching and Learning, shared the end of year academic data and trends for the district.

G. APPROVAL OF CONSENT AGENDA

- a. Previous Minutes
- b. Personnel Report
- c. Voucher Warrants

Lisa Leon moved, and Sarah Holmes seconded the motion.
The motion carried with a unanimous vote.

H. NEW BUSINESS

a. Consideration of Approval of 2026-27 Highly Capable Program Approval

Lisa Leon moved, and Sarah Holmes seconded the motion.
The motion carried with a unanimous vote.

b. Consideration of Approval of 2026-27 School Year Improvement Plans (SIP)

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

c. Consideration of Approval of 2026-27 Centralia-Chehalis Pupil Transportation Cooperative Maintenance Shop Rates

Lisa Leon moved, and Deb Parnham seconded the motion.
The motion carried with a unanimous vote.

d. Consideration of Approval of Music Department Surplus

Sarah Holmes moved and Lisa Leon seconded the motion.
The motion carried with a unanimous vote.

I. PUBLIC COMMENT

There were 8 public comments for the evening.

J. BOARD MEMBER REPORTS

Each board member shared information on their activities and work they were involved with throughout the District over the past month.

K. FOLLOW UP

The board and superintendent reviewed items brought up in the meeting that required follow up on.

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

Study Session

Thursday, September 10, 2026



5:30 p.m., Centralia High School PAC

Board Meeting

Thursday, September 24, 2026

5:00 p.m., Centralia High School PAC

M. EXECUTIVE SESSION

Tim Browning adjourned the meeting at 7:52 p.m. to go into executive session (closed to the public) to discuss the performance of a public employee. The session was expected to end at 8:30 p.m. with no action taken. The executive session began at 8:15 p.m.

N. ADJOURNMENT

The Executive Session and Regular Board meeting concluded for the evening, in consensus, at 8:30 p.m.

Tim Browning, President

Lisa Grant, Superintendent



Study Session Meeting Minutes

Thursday, September 10, 2026

Centralia High School PAC

5:00p.m. Board Meeting

1. CALL TO ORDER

ATTENDANCE

Tim Browning, President; Deb Parnham, Vice President; Sarah Holmes, Director; Lisa Leon, Director; Lisa Grant, Secretary; and Brittany Kindell, Recording Secretary

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 5:00 p.m.

2. FLAG SALUTE

Deb Parnham, led the pledge of allegiance.

3. APPROVAL OF THE AGENDA

Sarah Holmes moved, and Deb Parnham seconded the motion.

4. School Improvement Plans (SIP) Summaries

Principals and leadership teams from each school in Centralia School District presented their SIP plans including each Smartie Goal for the school year. They included how their goals shifted from last year and things they plan to implement this school year to support their goals.

5. BOARD DISCUSSION

Each board member shared information on their activities and work they were involved with throughout the District over the past month.

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

Special Board Meeting

Wednesday, September 16, 2026

5:00 p.m. at Centralia District Office Boardroom

Regular Board Meeting

Thursday, September 24, 2026

5:00 p.m. at Centralia High School Performing Arts Center

Study Session

Thursday, October 8, 2026

5:00 p.m. at Centralia High School Performing Arts Center



7. ADJOURNMENT

The board meeting concluded for the evening, in consensus, at 6:27 p.m.

Tim Browning, President

Lisa Grant, Superintendent



Special Board Meeting Minutes

Wednesday, September 16, 2026

Centralia District Office Boardroom

5:00p.m. Board Meeting

1. CALL TO ORDER

ATTENDANCE

Tim Browning, President; Deb Parnham, Vice President; Sarah Holmes, Director; Lisa Leon, Director; Lisa Grant, Secretary; and Brittany Kindell, Recording Secretary.

PLACE AND TIME OF MEETING

The Centralia School District Board of Directors met at the Centralia District Office Boardroom. Tim Browning, President, called the Special Board Meeting to order at 5:01 p.m.

2. FLAG SALUTE

Tim Browning, led the pledge of allegiance.

3. APPROVAL OF THE AGENDA

Sarah Holmes moved, and Deb Parnham seconded the motion.

4. School Board Director Interviews

- a. Monique Farland
- b. Leah Sisemore

Both candidates interviewed for the vacant position. They were asked 15 questions and shared about their experiences within the centralia school district and the centralia community.

5. Executive Session

Tim Browning adjourned the meeting at 6:07 pm to go into executive session (closed to the public) to discuss candidate qualifications. The session was expected to end at 6:38 pm with no action taken. The executive session was extended until 6:52 pm. The executive session began at 6:08 pm.

6. NEW BUSINESS

- a. Consideration of Approval of Appointment of School Board Director

Sarah Holmes made a motion to nominate Leah Sisemore, Lisa Leon seconded the motion. The motion carried with a unanimous vote.

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

Regular Board Meeting



Thursday, September 24, 2026

5:00 p.m. at Centralia High School Performing Arts Center

Study Session

Thursday, October 8, 2026

5:00 p.m. at Centralia High School Performing Arts Center

8. ADJOURNMENT

The board meeting concluded for the evening, in consensus, at 6:54 p.m.

Tim Browning, President

Lisa Grant, Superintendent

Coversheet

Personnel

Section:	VIII. Approval of Consent Agenda
Item:	B. Personnel
Purpose:	Vote
Submitted by:	
Related Material:	Personnel Memo 9-26.pdf



TO: Lisa Grant

FROM: Samantha Mitchell

DATE: September 18, 2026

SUBJECT: New hires, transfers, and other personnel changes for September 24, 2026
Approval by the Board

Certificated Hires

Continuing

Scott Rinehart	Pope's	.5 Special Education Teacher
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Temporary

Classified Hires

Continuing

Madison Atkins	ED	Special Education Paraeducator
Dulce Cervantes	CMS	Family Resource Advocate-Multilingual Paraeducator
Graciela Eacker	CHS	Multilingual-Special Education Paraeducator
Ana Encinas Estrada	CHS	Special Education Paraeducator
Mark Fredenburg	TR	Bus Driver
Megan Lord	ED	Special Education Paraeducator
Ricardo Márquez-Alcála	TR	Bus Driver
Shamarie Seiberling	TR	Bus Driver

Temporary

Ashley Barton	JL	Supervision Paraeducator
Payton Baumel	JL	Special Education Paraeducator
Cameron Erickson	JL	Behavior Paraeducator
Amanda Greene	FP	Special Education Paraeducator
Irlene Gutierrez	FP	Health Room Assistant
Hannah Harmon	OAK	Learning Assistance Paraeducator
Jennifer Hurley	FP	Special Education Paraeducator
Simi Kaur	ED	Special Education Paraeducator
Erika Meza	WA	Multilingual Paraeducator-Leave Replacement
Addison Montgomery	JL	Supervision Paraeducator
Amy Panteleeff	CMS	Health Room Assistant
Sarah Qualia	ED	Intervention Paraeducator
Breanna Roberts	OAK	Preschool Paraeducator
Andrea Ware	ED	Intervention Paraeducator

**Coaches & Advisors**

Malakai Emmons	CMS	Girls Soccer Transportation/Supervision
Frederic Hawes	CHS	Assistant Football Coach
Natalie Stezaker	CMS	Girls Soccer Coach

Resignations/Retirements/Leaves of Absence

Employee Name	Position	Personnel Action	Effective Date
Martin Langworthy	TVI and O&M Teacher	Leave of Absence	September 1, 2026
<i>Martin Langworthy is requesting a .2 FTE leave of absence from September 1, 2026 through June 15, 2027.</i>			
Stephanie Leisure	Bus Driver at Transportation	Leave of Absence	September 24, 2026
<i>Stephanie Leisure is requesting a leave of absence from September 24, 2026 through October 5, 2026.</i>			
Ricardo Marquez-Alcala	Bus Driver at Transportation	Leave of Absence	September 21, 2026
<i>Ricardo Marquez-Alcala is requesting a leave of absence from September 21, 2026 through October 6, 2026.</i>			
Grant Massengale	Special Ed. Paraeducator at JL	Resignation	September 1, 2026
Vanessa Quintero	Paraeducator at WA	Leave of Absence	September 1, 2026
<i>Vanessa Quintero is requesting a leave of absence from September 1, 2026 through January 1, 2027.</i>			
JT Rentschler	Assistant Football Coach at CHS	Resignation	September 1, 2026
Anastasia Summers	P.E. Teacher at CMS	Leave of Absence	September 8, 2026
<i>Anastasia Summers is requesting a leave of absence from September 8, 2026 through October 7, 2026.</i>			

Coversheet

Travel Requests

Section:	VIII. Approval of Consent Agenda
Item:	C. Travel Requests
Purpose:	
Submitted by:	
Related Material:	Staff Travel Request.pdf Student Travel Form- National FFA Convention.pdf Student Travel Form- Washington State FFA Convention.pdf Student Travel Form- AVID College Fair.pdf

CTE

Centralia School District

6213F

Pre-Travel Request & Post-Travel Reimbursement Form

This pre-travel request must be submitted to the Superintendent's office at least 14 days prior to travel.If out of state travel (excluding Portland), must be submitted to the Superintendent's office at least 14 days prior to the Board of Director's meeting.

Person Traveling			Accounts to be Charged	
Name	Kendra Meek		Registration	3100.27.7340.2166
Job Title	Agriculture teacher / FFA Advisor		Lodging	3100.27.8580.2166
School	CHS		Travel/Meals	3100.27.8580.2166
Destination	Reason For Travel or Name of Training	Date	Substitute	3100.27.2110.2166
You may list up to 6 trainings if there are multiple dates, or trainings are at the same location.				
1 Indianapolis	National FFA Convention	10/11 - 10/14		
2 Indiana	to travel with student			
3	Competing in			
4	National FFA			
5	Spanish Creek			
6				
			Substitute Needed	☒ YES ☐ NO
			Means of Travel	☒ District Car ☐ Private Car Other Rental/Fly
Approved By			Estimated Expenses	
1. Applicant	Signature	Date	Registration	\$ 95 ⁰⁰
2. Supervisor	Carissa M. Tolson	10/10/2026	Lodging	\$ 1992 ⁰⁰
3. Fiscal Director	J. J.	10/14/25	Meals	\$ 480 ⁰⁰
4. Superintendent		/	Travel	\$ Airfare \$700 ⁰⁰
5. Board Approval		/	Other	\$ Rental 500 ⁰⁰

Reimbursement Request: LOWER SECTION TO BE FILLED OUT AND SUBMITTED AFTER TRAVEL IS COMPLETED

- All travel vouchers must be returned within **10 days** after travel is completed.
- Receipts for plane, bus, train, taxi fares, ferry, toll bridges, lodging expenses, registration fees, supplies and meals.
- If per diem is used for meals, no meal receipts are needed. See per diem rate at <http://www.ofm.wa.gov/resources/travel.asp> or Board Policy #6213

Please Fill In The Appropriate Fields Below For Any Reimbursement That You Are Requesting

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Date						
Breakfast	\$					
Lunch	\$					
Dinner	\$					
Lodging	\$					
Registration	\$					
Other	\$					
TOTAL	\$					
# of Miles Driven						
TOTAL (official use only)						

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me, and that no payment has been received by me on account thereof.

Date

Applicant's Signature

Title

Date

Supervisor's Approval

Revised May 2018

RECEIVED	9/10
COPIED	9/10
SENT FOR APPR.	9/10
SENT FOR REIMB.	

Submit by Email

Print Form

Centralia School District

Travel Request for Students, Clubs, Overnight Trips

Pre-approval from the Board of Directors is required 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 Directors Meeting.

Person(s) initiating travel request: Kendra Meek

Class or club involved (i.e. DECA, Band, Biology): FFA

Destination: National FFA Convention Indianapolis, Indiana

Date(s) of travel (note departure/return time): 10/19 → 10/24

Reason for travel: National Convention Rubit Hernandez is competing

What is the ultimate goal of this experience: Competition & Leadership Development

Mode of travel (i.e. district vehicle, bus, air): Air / Rental car

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

Number of students participating: 1

Ratio of students to chaperones: 1-1

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

List names of chaperones: Kendra Meek

Estimated cost to district: \$3862⁰⁰

☒ General Fund

☒ A.S.B. Fund

☐ Grant Monies

Estimated cost to student(s): \$2400⁰⁰

☒ Check if fundraisers will help defray cost to students

Date submitted: 9/10/26

Carissa M Folger

Supervisor's Approval

Date

9/10/26

Superintendent's Approval

Date

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

Date

Submit by Email

Print Form

Centralia School District**Travel Request for Students, Clubs, Overnight Trips**

Pre-approval from the Board of Directors is required 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: Kendra Meek

Class or club involved (i.e. DECA, Band, Biology): FFA

Destination: Pullman, WA

Date(s) of travel (note departure/return time): 5/12/2027 → 5/16/2027
5/12 @ 8AM → 5/16 @ 5pm

Reason for travel: Washington State FFA convention

What is the ultimate goal of this experience: Leadership

Mode of travel ((i.e. district vehicle, bus, air): Van/truck

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

Number of students participating: 20

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

Ratio of students to chaperones: 3/20

List names of chaperones: Kendra Meek, Cory Meek, Lisa Walton

Estimated cost to district: 6000

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

Estimated cost to student(s): \$400

☒ Check if fundraisers will help defray cost to students

Date submitted: 5/22/2026

Carissa M Folger

Supervisor's Approval

9/10/26

Date

Superintendent's Approval

Date

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

Date

RECEIVED _____
 COPIED _____
 SENT FOR APPR. _____
 SENT FOR REIMB. _____

Submit by Email

Print Form

Centralia School District

Travel Request for Students, Clubs, Overnight Trips

Pre-approval from the Board of Directors is required 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: Kelly Sneed

Class or club involved (i.e. DECA, Band, Biology): AVID 10th Grade Elective

Destination: Portland, OR - College Fair (NACAC)

Date(s) of travel (note departure/return time): Mon. 10/19 9-12:00

Reason for travel: Explore college options

What is the ultimate goal of this experience: See above

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

Type of lodging (i.e. hotel, gym, private home): N/A

Number of students participating: 35

Ratio of students to chaperones: 7 to 1

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

List names of chaperones: Danika Demanbrun, Austin Daniels, Richard Sanchez, Margie Bernan, Kelly Sneed

Estimated cost to district:

Estimated cost to student(s): Ø

Date submitted: 9/11/26

☒ General Fund AVID ☐ A.S.B. Fund ☐ Grant Monies
↳ ~~Other~~ Funds (T + L Dept)
☐ Check if fundraisers will help defray cost to students

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

Voucher Warrants

Section: VIII. Approval of Consent Agenda
Item: D. 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 15, 2026

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
<u>GENERAL:</u>					
Payroll Checks	50142545	to	50142566	\$	858,973.98
Payroll Direct Deposit		to			
Payroll AP ACH	252600445	to	252600446	\$	7,618.00
Payroll CT Wire Transfer	202500118	to	202500125	\$	1,135,868.16
Payroll CT Wire Transfer		to			
Payroll Direct Deposits	900101699	to	90012166	\$	3,970,780.01
Accounts Payable	50142641	to	50142641	\$	1,464.72
Accounts Payable	50142640	to	50142640	\$	131.40
Accounts Payable	50142639	to	50142639	\$	11,360.00
Accounts Payable	50142624	to	50142638	\$	91,018.17
Accounts Payable	50142567	to	50142623	\$	186,415.98
Accounts Payable	50142642	to	50142666	\$	676,870.62
Accounts Payable	50142667	to	50142680	\$	88,308.32
Accounts Payable		to			
Accounts Payable		to			
Accounts Payable		to			
Accounts Payable ACH	252600447	to	252600451	\$	1,985.49
Accounts Payable ACH	252600444	to	252600444	\$	29,898.57
Accounts Payable ACH	252600452	to	252600459	\$	5,052.13
Accounts Payable ACH	262700001	to	262700001	\$	5,321.80
Accounts Payable ACH	262700002	to	262700014	\$	3,541.93
Accounts Payable ACH		to			
Accounts Payable ACH		to			
Accounts Payable ACH		to			
TOTAL GENERAL FUND:				\$	7,074,609.28
<u>CAPITAL PROJECTS:</u>					
Accounts Payable	50201420	to	50201421	\$	1,136.00
Accounts Payable	50201422	to	50201422	\$	199,775.78
Accounts Payable		to			
Accounts Payable		to			
TOTAL CAPITAL PROJECTS FUND:				\$	200,911.78
<u>ASSOCIATED STUDENT BODY</u>					
Accounts Payable ACH	50405100	to	50405109	\$	36,528.97
Accounts Payable ACH		to			
Accounts Payable ACH		to			
Accounts Payable		to			
Accounts Payable		to			
Accounts Payable		to			
TOTAL ASSOCIATED STUDENT BODY FUND:				\$	36,528.97
<u>TRANSPORTATION VEHICLE:</u>					
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.

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$1,464.72. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50142641 through 50142641, totaling \$1,464.72

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50142641	UNITED STATES POSTAL SERVICE	09/02/2026	1,464.72
1	Computer	Check(s) For a Total of	1,464.72

	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
	1	Computer	Checks For a Total of	1,464.72
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,464.72
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,464.72

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	1,464.72	1,464.72

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$131.40. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50142640 through 50142640, totaling \$131.40

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50142640	TEACHING STRATEGIES LLC	08/31/2026	131.40
1	Computer	Check(s) For a Total of	131.40

	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	131.40
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	131.40
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		131.40

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	131.40	131.40

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$11,360.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50142639 through 50142639, totaling \$11,360.00

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50142639	SOLUTION TREE	08/31/2026	11,360.00
1	Computer	Check(s) For a Total of	11,360.00

	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	11,360.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	11,360.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	11,360.00

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	11,360.00	11,360.00

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$91,018.17. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50142624 through 50142638, totaling \$91,018.17

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50142624	ADVOCATE PRINTING	08/28/2026	2,426.64
50142625	AWARDS WEST-PRINTWARES INC	08/28/2026	48.45
50142626	CENTRALIA ROTARY CLUB	08/28/2026	290.00
50142627	CIT	08/28/2026	4,360.28
50142628	DATA CENTER WAREHOUSE, LLC	08/28/2026	24,281.60
50142629	DEPARTMENT OF ECOLOGY	08/28/2026	2,370.00
50142630	KCDA	08/28/2026	6,492.79
50142631	LIMINEX INC	08/28/2026	28,590.51
50142632	NOREGON SYSTEMS INC	08/28/2026	2,154.62
50142633	NORTHWEST TEXTBOOK DEPOSITORY	08/28/2026	16,608.63
50142634	PALADINS LLC	08/28/2026	1,102.00
50142635	PAPE MACHINERY INC	08/28/2026	196.87
50142636	PIONEER FIRE & SECURITY INC	08/28/2026	1,696.68
50142637	SCHOLASTIC INC (MAGAZINES/NEWS	08/28/2026	308.61
50142638	SECURITAS TECHNOLOGY CORPORATI	08/28/2026	90.49

15	Computer	Check(s) For a Total of	91,018.17
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	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
	15	Computer	Checks For a Total of	91,018.17
Total For	15	Manual, Wire Tran, ACH & Computer	Checks	91,018.17
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	91,018.17

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	91,018.17	91,018.17

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$1,136.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:
Warrant Numbers 50201420 through 50201421, totaling \$1,136.00

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50201420	LEWIS COUNTY PUD # 1	08/28/2026	222.45
50201421	PACIFIC MOBILE STRUCTURES INC	08/28/2026	913.55
2	Computer	Check(s) For a Total of	1,136.00

	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	1,136.00
Total For	2	Manual, Wire Tran, ACH & Computer Checks		1,136.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,136.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	0.00	0.00	1,136.00	1,136.00

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$1,985.49. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA Bank AP ACH:
ACH Numbers 252600447 through 252600451, totaling \$1,985.49

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600447	BROOME, JEFFREY J	08/28/2026	107.92
252600448	FOLGNER, CARISSA MARIE	08/28/2026	296.64
252600449	KENDALL, PETER DOUGLAS	08/28/2026	222.00
252600450	KINGSLEY JR, GILBERT LAIRD	08/28/2026	1,300.00
252600451	RIVERA, KALYN ANNE	08/28/2026	58.93

5	ACH	Check(s) For a Total of	1,985.49
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	5	ACH	Checks For a Total of	1,985.49
	0	Computer	Checks For a Total of	0.00
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	1,985.49
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,985.49

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	1,985.49	1,985.49

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$186,415.98. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50142567 through 50142623, totaling \$186,415.98

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50142567	ALWAYS SAFE & LOCK INC	08/28/2026	55.00
50142568	BLICK ART MATERIALS	08/28/2026	3,249.51
50142569	BRYSON SALES & SERVICE OF WASH	08/28/2026	162.31
50142570	CAPITAL BUSINESS MACHINES INC	08/28/2026	922.41
50142571	CEN-CHE PUPIL TRANSPORTATION	08/28/2026	44.47
50142572	CENTRAL WELDING SUPPLY CO INC	08/28/2026	46.61
50142573	CENTRALIA OK TIRE CO INC	08/28/2026	1,798.59
50142574	CHEHALIS SCHOOL DISTRICT #302	08/28/2026	27,050.58
50142575	CITY SANITARY CO	08/28/2026	256.92
50142576	CRISIS PREVENTION INST	08/28/2026	216.80
50142577	CULLIGAN	08/28/2026	76.91
50142578	CURFMAN CUSTOM FABRICATION LLC	08/28/2026	20.16
50142579	DRY BOX INC	08/28/2026	189.01
50142580	ESD #113	08/28/2026	30,849.54
50142581	FATBEAM	08/28/2026	2,650.45
50142582	FOLLETT CONTENT SOLUTIONS LLC	08/28/2026	5,957.39
50142583	FOOD SERVICE EQUIPMENT	08/28/2026	2,125.45
50142584	FOSTER, MARLA KATHLEEN	08/28/2026	12.95
50142585	FREIGHTLINER NORTHWEST	08/28/2026	6,248.39
50142586	GOEBEL SEPTIC TANK SERVICE INC	08/28/2026	150.00
50142587	INDUSTRIAL SPECIALTIES INC	08/28/2026	190.77
50142588	JACKSON GROUP PETERBILT	08/28/2026	1,178.47
50142589	JOSTEN'S	08/28/2026	30.30
50142590	JOSTENS INC	08/28/2026	916.38
50142591	JOSTENS	08/28/2026	2,021.76
50142592	KCDA	08/28/2026	8,667.64
50142593	LEWIS COUNTY SOLID WASTE	08/28/2026	275.00
50142594	LINCOLN CREEK LUMBER INC	08/28/2026	1,592.84
50142595	MIDWEST BUS PARTS INC	08/28/2026	485.04
50142596	MOHORIC REFRIGERATION	08/28/2026	867.20
50142597	MUSIC & ARTS CENTER	08/28/2026	126.22
50142598	NORTHWEST TEXTBOOK DEPOSITORY	08/28/2026	5,139.07
50142599	O'REILLY AUTO PARTS	08/28/2026	255.21

Check Nbr	Vendor Name	Check Date	Check Amount
50142600	POMPS TIRE SERVICE INC	08/28/2026	271.39
50142601	PORTER FOSTER RORICK	08/28/2026	4,400.00
50142602	QUADIENT LEASING USA INC	08/28/2026	78.02
50142603	QUADIENT FINANCE USA INC	08/28/2026	549.41
50142604	RED ROVER TECHNOLOGIES LLC	08/28/2026	1,500.00
50142605	SAFEWAY	08/28/2026	755.49
50142606	SCHETKY NORTHWEST SALES INC	08/28/2026	132.27
50142607	SCHINDLER ELEVATOR CORPORATION	08/28/2026	5,655.66
50142608	SOLUTION TREE	08/28/2026	3,140.00
50142609	STAPLES ADVANTAGE	08/28/2026	2,373.09
50142610	TACOMA SCREW PRODUCTS INC	08/28/2026	489.63
50142611	TEACHING STRATEGIES LLC	08/28/2026	1,564.25
50142612	TED BROWN MUSIC CO INC	08/28/2026	2,920.57
50142613	TEXAS REFINERY CORP	08/28/2026	1,219.66
50142614	THE FARM STORE INC	08/28/2026	466.57
50142615	THORBECKES	08/28/2026	7,927.68
50142616	TOLEDO SCHOOL DISTRICT	08/28/2026	4,066.37
50142617	TRIM-FLEX	08/28/2026	85.88
50142618	VESTIS	08/28/2026	508.69
50142619	VIRCO INC	08/28/2026	4,403.72
50142620	WALTER E NELSON COMPANY	08/28/2026	35,908.23
50142621	WILSON PARTS CORPORATION	08/28/2026	3,707.47
50142622	WOODROW, ULYSSES	08/28/2026	122.50
50142623	WSIPC	08/28/2026	340.08

57 Computer Check(s) For a Total of 186,415.98

	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
	57	Computer	Checks For a Total of	186,415.98
Total For	57	Manual, Wire Tran, ACH & Computer	Checks	186,415.98
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	186,415.98

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	30,941.95	155,474.03	186,415.98

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$858,973.98. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
 Warrant Numbers 50142545 through 50142566, totaling \$858,973.98

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50142545	DOLLARS FOR SCHOLARS	08/31/2026	610.00
50142546	DYNAMIC COLLECTORS	08/31/2026	992.42
50142547	EMPLOY SECURITY WALTC	08/31/2026	16,453.29
50142548	ESD - PFML CARE CENTER	08/31/2026	33,080.72
50142549	ESD 113 WORKERS COMPENSATION	08/31/2026	21,486.88
50142550	ESD 113 UNEMPLOYMENT COOPERATI	08/31/2026	8,652.65
50142551	HCA-SEBB BENEFITS	08/31/2026	660,597.00
50142552	HCA-SEBB FLEX SPEND	08/31/2026	4,237.49
50142553	HEALTH EQUITY INC.	08/31/2026	1,112.50
50142554	INFOARMOR INC	08/31/2026	42.85
50142555	THE LEGALEASE GROUP	08/31/2026	55.84
50142556	NATIONWIDE VETERINARY PET INSU	08/31/2026	67.04
50142557	PUB SCHOOL EMPLOYEES OF WA	08/31/2026	2,576.80
50142558	SNOHOMISH COUNTY SUPERIOR COUR	08/31/2026	40.00
50142559	The Standard Insurance Company	08/31/2026	5,723.30
50142560	TEAMSTERS LOCAL UNION 252	08/31/2026	6,616.00
50142561	THORBECKES	08/31/2026	6,266.87
50142562	UNITED WAY OF LEWIS COUNTY	08/31/2026	387.00
50142563	VEBA TRUST V CONTRIB ID# Y1299	08/31/2026	57,743.47
50142564	WA STATE SCHOOL RETIREES ASSN	08/31/2026	168.00
50142565	WEA PAYROLL DEDUCTIONS	08/31/2026	22,783.17
50142566	WESTERN CONFERENCE OF TEAMSTER	08/31/2026	9,280.69

22	Computer	Check(s) For a Total of	858,973.98
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	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	858,973.98
Total For	22	Manual, Wire Tran, ACH & Computer	Checks	858,973.98
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		858,973.98

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	858,973.98	0.00	0.00	858,973.98

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$7,618.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA Bank AP ACH:
ACH Numbers 252600445 through 252600446, totaling \$7,618.00

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600445	OMNI GROUP	08/31/2026	7,565.00
252600446	PSE LOCAL DUES	08/31/2026	53.00
2	ACH	Check(s) For a Total of	7,618.00

	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	7,618.00
	0	Computer	Checks For a Total of	0.00
Total For	2	Manual, Wire Tran, ACH & Computer Checks		7,618.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		7,618.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	7,618.00	0.00	0.00	7,618.00

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$1,135,868.16. The payments are further identified in this document.

Total by Payment Type for Cash Account, CT WIRE TRANSFERS:
Wire Transfer Payments 202500118 through 202500125, totaling \$1,135,868.16

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
202500118	PUB EMP RET SYST	08/31/2026	0.00
202500119	TEACHER RET SYST	08/31/2026	219,190.41
202500120	DRS TRS-3 EMPLOYEE CONTRIB	08/31/2026	88,122.41
202500121	DRS SERS PLAN 2&3 DEF BEN	08/31/2026	89,660.80
202500122	DRS SERS PLAN 3 DEF CONTRIB	08/31/2026	24,783.85
202500123	DRS DEFERRED COMP PROGRAM	08/31/2026	18,211.21
202500124	WA STATE SUPPORT REGISTRY	08/31/2026	1,598.00
202500125	COLUMBIA BANK PR DEP	08/31/2026	694,301.48

8	Wire Transfer Check(s) For a Total of	1,135,868.16
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	0	Manual	Checks For a Total of	0.00
	8	Wire Transfer	Checks For a Total of	1,135,868.16
	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		1,135,868.16
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,135,868.16

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	1,135,868.16	0.00	0.00	1,135,868.16

Payments have been made by Centralia School District September Regular Board Meeting Agenda Thursday September 24, 2026 at 5:00 PM
 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 24, 2026, 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 50814327 through 50814330
 and for payment those Direct Deposits included in the following list
 and further described as follows: COUNTY TREASURER - GF WARRANTS OUTSTANDING
 Direct Deposit Number 900101699 through 900102166
 in the total amount of \$3,970,780.01.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

4pacpv04.p CENTRALIA SCHOOL DISTRICT #401 10:37 AM 08/25/26
 05.26.06.00.00-12.8-010051 PAY SUMMARY FOR EOM / End Of Month Ru - AFTER CALCS PAGE: 1
 CHECK DATE: 08/31/2026 PERIOD ENDING DATE: 08/31/2026
 Board Report

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
C013	TEACHER	316	174.0000		1362,459.95	
C013A	TEACHER	6	3.0000		14,956.00	
C023	TEMP TEACHER	5	3.0000		16,866.25	
C033	EXTENDED YEAR	81	43.0000		20,506.93	
C033A	EXTENDED YEAR	2	1.0000		151.77	
C043	FACILITATOR	10	5.0000		46,971.30	
C053	DEPT HEAD	8	8.0000		1,036.00	
C073	NURSE	6	3.0000		15,790.88	
C093	STIPEND	4	4.0000		1,227.17	
C103	SUPER FTE	2	2.0000		2,050.18	
C103A	SUPER FTE	1	1.0000		1,119.75	
C123	LEADERSHIP STIP	61	61.0000		9,224.68	
C123A	LEADERSHIP STIP	1	1.0000		68.82	
C153	ASB COORD	3	3.0000		966.56	
C173	ASSESSMENT CORD	7	7.0000		1,181.58	
C323	ANNUAL ADVISOR	2	2.0000		649.75	
C333	BAND	2	2.0000		939.15	
C403	ELEM MUSIC	4	4.0000		437.78	
C403A	ELEM MUSIC	3	3.0000		437.91	
C403B	ELEM MUSIC	2	2.0000		1,121.66	
C453	HONOR SOC AD	2	2.0000		143.40	
C463	CLASS ADVISOR	4	4.0000		507.52	
C483	STRINGS ADVISOR	1	1.0000		355.13	
C523	FFA ADVISOR	1	1.0000		290.25	
C673	LIBRARIAN	1	1.0000		9,394.26	
C683	COUNSELOR	38	11.0000		84,823.73	
C693	K12 COACH	7	1.0000		9,394.26	
C713	ACCTS PAYABLE	2	1.0000		5,680.06	168.00
C723	PAYROLL	1	1.0000		8,134.91	168.00
C733	HR COORDINATOR	2	1.0000		9,062.60	168.00
C743	TEMP CLASS	34	26.0000		38,132.03	
C743A	TEMP CLASS	11	9.0000		4,647.53	
C744	TEMP CLASS	2	2.0000		3,078.44	

CHECK DATE: 08/31/2026 PERIOD ENDING DATE: 08/31/2026

Board Report

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
C763	BUS SERVICE WKR	1	1.0000		-128.09	
C764	BUS SERVICE WKR	1	1.0000		4,863.30	168.00
C774	ASST MECHANIC	1	1.0000		5,262.16	168.00
C784	MECHANIC	3	3.0000		20,435.40	504.00
C784A	MECHANIC	2	2.0000		13,927.80	336.00
C814	GRNDS/MAINTNCE	6	3.0000		17,301.95	504.00
C834	COMPTR TECH	8	4.0000		25,197.00	588.00
C834A	COMPTR TECH	2	1.0000		3,174.16	84.00
C844	CUSTODIAN	28	14.0000		62,652.91	1680.00
C844A	CUSTODIAN	4	2.0000		9,507.44	336.00
C853	LIBRARY TECH	7	5.0000		14,108.72	
C873	OFFICE ASST	6	3.0000		9,055.36	
C873A	OFFICE ASST	1	1.0000		648.24	
C883	SECRETARY	3	3.0000		21,313.69	504.00
C884	SECRETARY	1	1.0000		3,611.92	0.10
C894	FOOD SVC DELVRY	1	1.0000		3,761.82	
C903	PARAEDUCATOR	105	69.0000		161,687.45	96.00
C903A	PARAEDUCATOR	13	10.0000		11,574.51	
C903B	PARAEDUCATOR	2	2.0000		1,466.16	
C913	ASST DIR TRANSP	1	1.0000		8,483.17	168.00
C923	TRANSP DIR	1	1.0000		10,603.92	168.00
C933	MAINT DIR	1	1.0000		10,603.92	168.00
C943	FISCAL SVC DIR	1	1.0000		14,668.25	168.00
C953	CTAE DIR	2	1.0000		11,610.17	168.00
C963	ASST PRINCIPAL	6	2.0000		25,865.43	336.00
C973	PRINCIPAL	16	7.0000		101,548.25	1176.00
CAA3	SUPERINTENDENT	1	1.0000		17,937.50	168.00
CAC3	SECRETARY I	1	1.0000		5,297.50	168.00
CAD3	SECRETARY II	12	9.0000		43,372.89	464.00
CAE3	SECRETARY III	12	7.0000		22,823.60	168.10
CAK4	ASE CERT	1	1.0000		390.00	
CAK4A	ASE CERT	2	2.0000		515.34	
CAO	BUS DRIVERS	22	22.0000		43,963.46	-0.10
CAO2	BUS DRIVER	1	1.0000		2,308.02	0.10
CAO6	RTE TIME CHANGE	13	13.0000		14,523.09	0.80
CAO6A	RTE CHANGE 2	1	1.0000		106.75	0.10
CAO7	ROUTE CHANGE	1	1.0000		263.52	
CAP	KITCHEN MANAGER	1	1.0000		4,134.00	
CAR	SEC LEAD FSW	2	2.0000		7,222.97	
CAS	SEC FSW	6	6.0000		12,426.40	0.20
CAS2	SEC FSW	1	1.0000		1,397.82	
CAT	ELEM LEAD FSW	4	4.0000		8,148.16	0.40
CAT2	ELEM LEAD FSW	1	1.0000		1,639.99	
CAU	ELEM FSW	8	8.0000		9,955.19	0.30
CAU2	ELEM FSW	3	3.0000		2,854.69	0.20
CBA	INST COACH	1	1.0000		9,109.38	
CBG	ACCTING ASST	2	1.0000		5,851.66	168.00
CBH	DISPATCHER	2	2.0000		8,965.29	280.00
CBK	EX DIR OF HR	2	1.0000		13,961.50	168.00
CBL	EX DIR SP ED	1	1.0000		14,668.25	168.00
CBM	OT	3	2.0000		16,933.58	
CBN	PT	1	1.0000		9,394.26	

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PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
CBO	PSYCH	1	1.0000		9,394.26	
CBP	SLP	2	2.0000		15,552.75	
CBS	BUS MONITOR	6	6.0000		5,732.04	0.10
CBS1	BM ROUTE CHANGE	6	6.0000		3,825.64	0.20
CBT	DIR OF T & L	2	1.0000		14,668.25	168.00
CBX	IEP STIPEND	28	27.0000		10,183.02	
CCB	DIR OF TECH	2	1.0000		10,603.92	168.00
CCD	ADMIN ENRICHMEN	19	13.0000		9,269.11	
CCE	TAXI DRIVER	1	1.0000		1,924.57	0.10
CCH	RETIRE NOTICE	4	4.0000		7,671.32	
CCL	LEAD MECH STIP	1	1.0000		416.63	
CCN	ATHLETIC DIR	1	1.0000		12,815.42	168.00
CCP	MENTAL HEALTH	1	1.0000		5,149.20	
CCS	DIR EXTRA DAYS	1	1.0000		163.17	
CCT	SECRETARY IV	8	5.0000		19,099.29	
CCTA	SECRETARY IV	4	1.0000		2,408.45	
CCZ	SAFETY & SECURI	1	1.0000		5,987.45	
CDA	DEAN OF STUDENT	2	1.0000		11,327.00	168.00
CDB	E-SPORTS	1	1.0000		243.01	
CDE	DIR EXT DAYS	9	6.0000		1,067.97	
CDF	K-8 ATH PROG	1	1.0000		5,919.51	
CDI	TR COORD SP	1	1.0000		7,083.29	168.00
CDK	CAREER & COLLEG	1	1.0000		4,034.78	
CDL	CERT EXP STIPEN	142	73.0000		31,164.42	
CDO	HR SPECIALIST	2	1.0000		6,396.00	168.00
CDP	SPLIT LEVEL	12	12.0000		817.69	
CDQ	STUDENT STORE	1	1.0000		500.00	
CDS	SUB COOR/REC	1	1.0000		5,491.18	168.00
CDT	PARTS-INVENTORY	1	1.0000		5,217.30	168.00
CDU	ELEM MUSIC CLUB	1	1.0000		172.30	
CDV	ELEM BAND CONCE	1	1.0000		106.80	
CDX	CUSTODIAN/MTN	3	1.0000		5,241.60	168.00
CEA#2	ENRICHMENT STIP	375	202.0000		20,262.26	
CEA#3	DISTRICT DAYS	566	198.0000		63,061.74	
CEA#4	LONGEVITY STIP	57	57.0000		3,206.15	
CEA#8	SPANISH STIPEND	6	6.0000		958.29	
CEA2A	ENRICHMENT	6	3.0000		186.86	
CEA4A	LONGEVITY STIP	1	1.0000		36.77	
LWOP3	Leave w/o Pay	3	-60.0000		-3,423.25	-60.00
TBS3	BOARD STIPEND	5		14.0000	700.00	
TCEE3	CURRICULUM RATE	13		56.0000	2,456.16	56.00
TCIC	COLLEGE IN CLSR	4	4.0000		6,014.76	
TCLE3	CLASS EXTRA 613	2		32.5000	987.76	32.50
TCLE4	CLASS EXTRA 614	11		281.0500	7,674.36	281.20
TDBT3	DBLE TIME OT	2		12.0000	822.80	12.00
TDF4	DIFFRTNL PY 614	4		146.5000	4,605.85	146.51
TDT4	DRIVER TRNR 614	6		215.8700	6,409.23	215.90
TEVT4	EVT CERT TIME	2		7.0000	39.38	
TOV3	OVT HOURS 613	2		35.0000	1,828.92	35.00
TOV4	OVT HOURS 614	2		1.0000	46.15	1.10
TRG3	REGULAR PAY 613	2		-6.0000	-338.76	-6.00
TRG4	REGULAR PAY 614	2		-128.5000	-3,889.69	-128.51

Board Report

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
TSL4	SUB CLSSFD 614	8		217.5000	4,496.48	217.70
TSCR3	SUB CERT FULL	2		22.5000	837.00	22.50
TSCS3	SUB CERT HALF	1		3.7500	107.00	3.80
TSS4	SUMMER SCHOOL	5	148.0000		3,457.76	148.00
TTM3	TAXABLE MEAL	5		7.0000	110.00	
TTP4	TRIP PAY	3		33.8300	811.59	33.80
ZSLBB	SICK LEAVE BB	12	3859.2000		57,743.45	
ZVPE	PERS LV CASHOUT	32	257.7800		5,819.90	
ZVRE	VAC CASHOUT	1	1.9300		52.13	
REPORT TOTAL		2367	5481.9100	951.0000	2927,506.40	12102.10

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Board Report

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
1FIC	FICA	FICA	2367	173,897.92
1FIT	Fed Inc Tax	FEDERAL TAX	2366	249,851.40
1FIT+	FIT Add Amount	FEDERAL TAX	396	15,315.00
1Med	Medicare	MEDICARE	2367	40,669.62
1PFML	WA PAID FML	PFML	2367	23,630.71
1ReE0	SERS Plan 0	RETIREMENT	301	
1ReE2	SERS Plan 2	RETIREMENT	321	31,601.18
1ReE3	SERS Plan 3	RETIREMENT	227	24,783.85
1ReP1	PERS Plan 1	RETIREMENT	5	
1ReT0	TRS Plan 0	RETIREMENT	256	
1ReT2	TRS Plan 2	RETIREMENT	928	65,612.65
1ReT3	TRS Plan 3	RETIREMENT	1026	88,122.41
1WC	WORKERS COMP	WORKERS' COMP	2317	3,657.85
1WLTC	WA LTC	LONG-TERM CARE	2305	16,453.29
A1167	OMNI - ANNUITY	TSA-BEFORE TAX	35	7,565.00
A2114	PSE DUE-PUB SCH		77	2,483.80
A2115	PSE COPE DUES		14	93.00
A5PA	PSE ANNUAL DUE		77	53.00
A6PC	PSE ADD-PSE ADD		6	
ACH2	2ND ACH		52	10,195.00
ACH3	3RD ACH		3	700.00
CAA	Cent Adm Assoc		11	60.00
D2158	DRS - DEF COMP	TSA-BEFORE TAX	58	16,823.00
D2159	DCP 10%	TSA-BEFORE TAX	24	1,098.16
D2160	DCP ROTH	TSA-AFTER TAX	5	150.00
D2161	DCP ROTH %	TSA-AFTER TAX	1	140.05
DINFO	INFOARMOR		4	42.85
DLEGA	LEGALEASE		6	55.84
DNVPI	PET INSURANCE		1	67.04
G1154	GARN - SNOHOMIS		1	40.00
G1158	DYNAMIC COLLECT		3	992.42
G1231	GARN-WA ST CS		9	1,598.00
HCFSA	Medical FSA	OTH BEF TAX	42	4,237.49
HEHSA	Hlth Equity HSA	OTH BEF TAX	22	1,112.50
J0132	THORBECKES		210	6,266.87
KEYB	Key Bank		1	50.00
KP1ER	Kai WA Smt1 EMP	OTH BEF TAX	1	45.00
KP2CR	Kai WA Smt2 E/C	OTH BEF TAX	1	235.00
KP2ER	Kai WA Smt2 EMP	OTH BEF TAX	10	134.00
KP2FR	Kai WA Smt2 FAM	OTH BEF TAX	1	402.00
KP2SR	Kai WA Smt2 E/S	OTH BEF TAX	3	536.00
KP3ER	Kai WA Smt3 EMP	OTH BEF TAX	8	574.00
KW1CR	Kai WA Core1E/C	OTH BEF TAX	2	84.00
KW1ER	Kai WA Core1EMP	OTH BEF TAX	16	240.00
KW1FR	Kai WA Core1FAM	OTH BEF TAX	3	144.00
KW2CR	Kai WA Core2E/C	OTH BEF TAX	5	232.00
KW2ER	Kai WA Core2EMP	OTH BEF TAX	12	396.00
KW2FR	Kai WA Core2FAM	OTH BEF TAX	6	396.00
KW2SR	Kai WA Core2E/S	OTH BEF TAX	5	264.00
KW3CR	Kai WA Core3E/C	OTH BEF TAX	3	431.00
KW3ER	Kai WA Core3EMP	OTH BEF TAX	4	738.00
KW3FR	Kai WA Core3FAM	OTH BEF TAX	1	738.00
KW3SR	Kai WA Core3E/S	OTH BEF TAX	5	984.00

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Board Report

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
KWSCR	Kai WA SndChE/C	OTH BEF TAX	17	1,368.00
KWSER	Kai WA SndChEMP	OTH BEF TAX	16	1,040.00
KWSFR	Kai WA SndChFAM	OTH BEF TAX	7	805.00
LTD50	Emp Pd LTD 50%		81	557.66
LTD60	Emp Pd LTD 60%		497	5,165.64
PHCR	Prem Hgh PPOE/C	OTH BEF TAX	11	1,100.00
PHER	Prem Hgh PPOEMP	OTH BEF TAX	15	810.00
PHFR	Prem Hgh PPOFAM	OTH BEF TAX	7	1,413.00
PHSR	Prem Hgh PPOE/S	OTH BEF TAX	5	967.00
PMCR	Prem HMCrEPOE/C	OTH BEF TAX	6	111.00
PMER	Prem HMCrEPOEMP	OTH BEF TAX	6	63.00
PMSR	Prem HMCrEPOE/S	OTH BEF TAX	2	42.00
PSCR	Prem Std PPOE/C	OTH BEF TAX	18	1,134.00
PSER	Prem Std PPOEMP	OTH BEF TAX	29	1,105.00
PSFR	Prem Std PPOFAM	OTH BEF TAX	15	2,642.00
PSSR	Prem Std PPOE/S	OTH BEF TAX	6	673.00
S1127	DOLLAR-SCHOLAR		132	610.00
SECU	SCHOOL EMP CU		27	4,440.00
SECU2	SCHOOL EMP CU		3	70.00
T0	TEAMSTER - PT		108	3,835.00
T1	TEAMSTER - FT		71	2,696.00
T5	TEAMSTERS INIT		9	85.00
TP	FTT PENSION		84	9,457.45
TPADJ	FTT PENSION ADJ		17	-176.76
U0115	UNITED WAY		46	387.00
VACR	UMP Achieve2E/C	OTH BEF TAX	62	4,720.00
VAER	UMP Achieve2EMP	OTH BEF TAX	88	5,695.00
VAFR	UMP Achieve2FAM	OTH BEF TAX	62	11,465.00
VASR	UMP Achieve2E/S	OTH BEF TAX	42	5,180.00
VEBAT	VEBA TAX DEF		12	57,743.47
VHSAC	UMP CDHP E/C	OTH BEF TAX	1	61.00
VHSAE	UMP CDHP EMP	OTH BEF TAX	11	210.00
VHSAF	UMP CDHP FAM	OTH BEF TAX	16	655.00
VHSAS	UMP CDHP E/S	OTH BEF TAX	9	210.00
VUCR	UMP Achieve1E/C	OTH BEF TAX	56	1,747.00
VUER	UMP Achieve1EMP	OTH BEF TAX	114	3,452.00
VUFR	UMP Achieve1FAM	OTH BEF TAX	91	5,267.00
VUSR	UMP Achieve1E/S	OTH BEF TAX	39	1,930.00
W0KA	WEA DUES - 1/2		4	66.17
W0KC	WEA DUES-FULL		354	16,564.89
W0KE	WEA DUES-FL NFC		138	5,952.86
W0KP	WEA-PAC		199	199.25
W1KZ	WSSRA DUES		59	168.00
WSECU	WA ST EMP CU		5	4,850.00
			20894	960,529.53

Board Report

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
1FIC	FICA	FICA	2367	173,897.92
1Med	Medicare	MEDICARE	2367	40,669.62
1PFML	WA PAID FML	PFML	2367	9,450.01
1ReE0	SERS Plan 0	RETIREMENT	291	
1ReE2	SERS Plan 2	RETIREMENT	298	32,521.13
1ReE3	SERS Plan 3	RETIREMENT	213	25,538.49
1ReT0	TRS Plan 0	RETIREMENT	224	
1ReT2	TRS Plan 2	RETIREMENT	922	67,353.15
1ReT3	TRS Plan 3	RETIREMENT	1020	86,224.61
1UC	UNEMPLOYMENT	UNEMPLOY COMP	2367	8,652.65
1WC	WORKERS COMP	WORKERS' COMP	2317	17,829.03
SEBB	SEBB HCA		998	580,308.00
SRDP+	SRDP Medical +		1	829.00
			15752	1,043,273.61

***** 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 August 27, 2026, the board, by a _____ vote, approves payments, totaling \$29,898.57. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA Bank AP ACH:
ACH Numbers 252600444 through 252600444, totaling \$29,898.57

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600444	BMO (BANK OF MONTREAL)	08/19/2026	29,898.57
1	ACH	Check(s) For a Total of	29,898.57

	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	29,898.57
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	29,898.57
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		29,898.57

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	29,898.57	29,898.57

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$5,052.13. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA Bank AP ACH:
ACH Numbers 252600452 through 252600459, totaling \$5,052.13

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600452	AHERN, TIMOTHY C	08/28/2026	1,000.00
252600453	ARTEAGA LUIS, DIANA MARIE	08/28/2026	15.45
252600454	BROOME, JEFFREY J	08/28/2026	21.68
252600455	PIERCE, MARK S	08/28/2026	1,000.00
252600456	SONNENBERG, BARBARA JOANNE	08/28/2026	1,000.00
252600457	STEVENSON, CHERI LYNN	08/28/2026	15.00
252600458	VETTER, JOSEPH CARL	08/28/2026	1,000.00
252600459	WOLFE, PAUL WARREN	08/28/2026	1,000.00

8 ACH Check(s) For a Total of 5,052.13

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	8	ACH	Checks For a Total of	5,052.13
	0	Computer	Checks For a Total of	0.00
Total For	8	Manual, Wire Tran, ACH & Computer	Checks	5,052.13
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,052.13

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	5,052.13	5,052.13

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 September 24, 2026, the board, by a _____ vote, approves payments, totaling \$5,321.80. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA Bank AP ACH:
ACH Numbers 262700001 through 262700001, totaling \$5,321.80

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
262700001	SODEXO INC & AFFILIATES	09/03/2026	5,321.80
1	ACH	Check(s) For a Total of	5,321.80

	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	5,321.80
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		5,321.80
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		5,321.80

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	5,321.80	5,321.80

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$676,870.62. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50142642 through 50142666, totaling \$676,870.62

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50142642	1111 SYSTEMS	09/09/2026	9,454.32
50142643	AWSP	09/09/2026	8,730.00
50142644	BARRY'S QUALITY MACHINE INC	09/09/2026	328.45
50142645	CODEHS INC	09/09/2026	4,245.00
50142646	COMMERCIAL BRAKE & CLUTCH	09/09/2026	617.31
50142647	CURRENT FIRST AID AND CPR	09/09/2026	750.00
50142648	EDMENTUM INC	09/09/2026	49,980.82
50142649	EDNETICS INC	09/09/2026	21,107.08
50142650	ESD #113	09/09/2026	13,687.24
50142651	EVOLUTION HEALTH LLC	09/09/2026	250.00
50142652	HOME DOT LLC	09/09/2026	160.00
50142653	HORIZON FUEL CELL AMERICAS INC	09/09/2026	586.00
50142654	INDUSTRIAL SPECIALTIES INC	09/09/2026	58.34
50142655	KRAIG-X-SKAPE ED CONSULTING	09/09/2026	700.00
50142656	MOHORIC REFRIGERATION	09/09/2026	1,362.32
50142657	O'REILLY AUTO PARTS	09/09/2026	281.82
50142658	PROJECT LEAD THE WAY INC.	09/09/2026	2,200.00
50142659	RARESTEP	09/09/2026	10,955.18
50142660	SCHETKY NORTHWEST SALES INC	09/09/2026	2,411.74
50142661	SCHOOLS INSURANCE ASSN OF WA	09/09/2026	534,410.86
50142662	SCREENCASTIFY, LLC	09/09/2026	13,736.92
50142663	SEELEY, THEODORE J	09/09/2026	200.00
50142664	TWIN TRANSIT	09/09/2026	24.00
50142665	VESTIS	09/09/2026	188.28
50142666	WILSON PARTS CORPORATION	09/09/2026	444.94

25 Computer Check(s) For a Total of 676,870.62

	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
	25	Computer	Checks For a Total of	676,870.62
Total For	25	Manual, Wire Tran, ACH & Computer	Checks	676,870.62
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	676,870.62

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-48.05	0.00	676,918.67	676,870.62

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$3,541.93. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA Bank AP ACH:
ACH Numbers 262700002 through 262700014, totaling \$3,541.93

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
262700002	BARTON, CAROLANN C	09/09/2026	297.36
262700003	DANIELS, BARRET CLARK	09/09/2026	304.96
262700004	EVANS, JAYME BLOCKER	09/09/2026	52.00
262700005	FABER, DENNIS PHILLIP	09/09/2026	10.00
262700006	GAGNON, SCOTT EARLE	09/09/2026	86.00
262700007	HARRIS, SARA MICHELLE	09/09/2026	10.00
262700008	HILLSTROM, ALLISON CAROL	09/09/2026	883.60
262700009	JAMES, ARSENE ESTWICK V	09/09/2026	155.48
262700010	LOWE, JOSUE DAVID	09/09/2026	596.84
262700011	MARQUEZ-ALCALA, MARIO	09/09/2026	188.61
262700012	ROSS, ADRIENNE MARIE	09/09/2026	171.76
262700013	VEKICH, DANIELLE LYNN	09/09/2026	640.34
262700014	WEINMANN, JESSICA RAE	09/09/2026	144.98

13	ACH	Check(s) For a Total of	3,541.93
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	13	ACH	Checks For a Total of	3,541.93
	0	Computer	Checks For a Total of	0.00
Total For	13	Manual, Wire Tran, ACH & Computer Checks		3,541.93
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		3,541.93

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	3,541.93	3,541.93

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$88,308.32, and voids/cancellations, totaling \$24,281.60. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50142667 through 50142680, totaling \$88,308.32
Voids/Cancellations, totaling \$24,281.60

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50142667	CITY OF CENTRALIA-UTILITIES	09/11/2026	34,818.53
50142668	CITY SANITARY CO	09/11/2026	6,946.17
50142669	DATA CENTER WAREHOUSE, LLC	09/11/2026	24,281.60
50142670	FREIGHTLINER NORTHWEST	09/11/2026	136.97
50142671	JOES REFUSE	09/11/2026	527.00
50142672	LEMAY MOBILE SHREDDING	09/11/2026	165.04
50142673	PERFORMANCE RADIATOR, INC.	09/11/2026	1,647.89
50142674	PUGET SOUND ENERGY	09/11/2026	2,683.72
50142675	RECYCLE SERVICES	09/11/2026	2,394.81
50142676	SCHETKY NORTHWEST SALES INC	09/11/2026	221.42
50142677	SCHOOL DATA SOLUTIONS	09/11/2026	8,644.90
50142678	VESTIS	09/11/2026	193.23
50142679	WILCOX AND FLEGEL INC	09/11/2026	4,868.63
50142680	WILSON PARTS CORPORATION	09/11/2026	778.41

14	Computer	Check(s) For a Total of	88,308.32
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Check Nbr	Vendor Name	Check Date	Check Amount
50142628	DATA CENTER WAREHOUSE, LLC	09/10/2026	24,281.60
1	Void	Check(s) For a Total of	24,281.60

	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
	14	Computer	Checks For a Total of	88,308.32
Total For	14	Manual, Wire Tran, ACH & Computer	Checks	88,308.32
Less	1	Voided	Checks For a Total of	24,281.60
			Net Amount	64,026.72

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	64,026.72	64,026.72

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$199,775.78. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:
Warrant Numbers 50201422 through 50201422, totaling \$199,775.78

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50201422	ATS AUTOMATION INC	09/11/2026	199,775.78
1	Computer	Check(s) For a Total of	199,775.78

	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	199,775.78
Total For	1	Manual, Wire Tran, ACH & Computer Checks		199,775.78
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		199,775.78

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	0.00	0.00	199,775.78	199,775.78

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 24, 2026, the board, by a _____ vote, approves payments, totaling \$36,528.97. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 50405100 through 50405109, totaling \$36,528.97

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50405100	CEN-CHE PUPIL TRANSPORTATION	09/15/2026	1,528.55
50405101	COMPETITIVE ATHLETICS	09/15/2026	3,477.20
50405102	FINAL FORMS	09/15/2026	2,493.75
50405103	GOLF TEAM PRODUCTS INC	09/15/2026	1,049.50
50405104	HUDL	09/15/2026	13,500.00
50405105	SAFEWAY	09/15/2026	164.97
50405106	SW WASHINGTON ACTIVITIES ASSN	09/15/2026	500.00
50405107	THEATRE OF ARTS DISCIPLINE LLC	09/15/2026	500.00
50405108	WASHINGTON OFFICIALS ASSOCIATI	09/15/2026	13,080.00
50405109	WIAA	09/15/2026	235.00

10	Computer	Check(s) For a Total of	36,528.97
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	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	36,528.97
Total For	10	Manual, Wire Tran, ACH & Computer	Checks	36,528.97
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		36,528.97

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	0.00	0.00	36,528.97	36,528.97

Coversheet

Budget Status Report

Section: VIII. Approval of Consent Agenda
Item: E. Budget Status Report
Purpose:
Submitted by:
Related Material: June Budget Status.pdf

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)

For the CENTRALIA SCHOOL DISTRICT #401 School District for the Month of June, 2026

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	5,891,406	62,699.06	5,716,322.50		175,083.50	97.03
2000 LOCAL SUPPORT NONTAX	853,032	27,127.56	267,187.16		585,844.84	31.32
3000 STATE, GENERAL PURPOSE	32,739,199	2,006,299.16	26,663,559.24		6,075,639.76	81.44
4000 STATE, SPECIAL PURPOSE	14,634,585	824,142.57	10,413,102.21		4,221,482.79	71.15
5000 FEDERAL, GENERAL PURPOSE	210,000	.00	364,584.26		154,584.26	173.61
6000 FEDERAL, SPECIAL PURPOSE	6,216,902	703,175.82	4,643,743.52		1,573,158.48	74.70
7000 REVENUES FR OTH SCH DIST	1,526,730	161,340.46	989,721.22		537,008.78	64.83
8000 OTHER AGENCIES AND ASSOCIATES	187,955	3,301.66	94,717.11		93,237.89	50.39
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	62,259,809	3,788,086.29	49,152,937.22		13,106,871.78	78.95
B. EXPENDITURES						
00 Regular Instruction	27,193,663	2,299,775.35	22,330,321.29	3,467,817.11	1,395,524.60	94.87
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	10,449,272	879,368.01	8,579,341.88	1,676,759.27	193,170.85	98.15
30 Voc. Ed Instruction	4,164,862	354,138.49	3,441,301.58	548,560.17	175,000.25	95.80
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	6,485,862	497,661.37	4,725,284.53	973,474.92	787,102.55	87.86
70 Other Instructional Pgms	114,040	10,075.28	112,144.34	16,199.77	14,304.11	112.54
80 Community Services	860,000	43,688.13	428,114.48	43,379.49	388,506.03	54.82
90 Support Services	13,146,380	990,695.03	11,392,567.98	1,502,334.24	251,477.78	98.09
Total EXPENDITURES	62,414,079	5,075,401.66	51,009,076.08	8,228,524.97	3,176,477.95	94.91
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. UNUSUAL/INFREQUENT-INFLOWS (GL 968)	0	.00	.00		.00	0.00
F. UNUSUAL/INFREQUENT-OUTFLOWS (GL 538)	0	.00	.00		.00	0.00
G. NET CHANGE IN FUND BALANCE (A-B-C-D+E-F)	154,270-	1,287,315.37-	1,856,138.86-		1,701,868.86-	> 1000
H. TOTAL BEGINNING FUND BALANCE	4,102,175		4,718,668.62			
I. G/L 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	3,947,905		2,862,529.76			

K. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	2,300.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restricted for Carryover	0	490,415.42
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 Serv	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 Committed 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	1,086,734	723,470.21-
G/L 891 Unassigned Min Fnd Bal Policy	3,020,527	3,017,822.15
<u>TOTAL</u>	4,109,436	2,984,001.51
Differences	161,531-	121,471.75

Note: A difference in the annual budget column represents an error between Revenue, Expenditure, Residual Equity Transfer accounts and Fund Balance ledger accounts. In the Actual For Year column the arithmetically displayed Fund Balance is different than the posted Fund Balance.

Exception s Found:

10	823	2025	G/L	ACCOUNT	DESC	MISSING
10	873	2025	G/L	ACCOUNT	DESC	MISSING
10	896	2025	G/L	ACCOUNT	DESC	MISSING
10	897	2025	G/L	ACCOUNT	DESC	MISSING

20--Capital Projects Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2025 (September 1, 2025 - August 31, 2026)

For the
CENTRALIA SCHOOL DISTRICT #401
School District for the Month of
June
,
2026

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	600,000	19,250.68	301,660.54		298,339.46	50.28
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.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	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	600,000	19,250.68	301,660.54		298,339.46	50.28
B. EXPENDITURES						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	3,809,355	.00	838,893.56	72,959.35	2,897,502.09	23.94
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	231.88	2,207.97	0.00	2,207.97-	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	661.25	0.00	661.25-	0.00
Total EXPENDITURES	3,809,355	231.88	841,762.78	72,959.35	2,894,632.87	24.01
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. UNUSUAL/INFREQUENT-INFLOWS (GL 968)	0	.00	.00		.00	0.00
F. UNUSUAL/INFREQUENT-OUTFLOWS (GL 538)	0	.00	.00		.00	0.00
G. NET CHANGE IN FUND BALANCE	3,209,355-	19,018.80	540,102.24-		2,669,252.76	83.17-
(A-B-C-D+E-F)						
H. TOTAL BEGINNING FUND BALANCE	3,500,000		4,328,919.30			
I. G/L 896, 897, 898 ACCOUNTING	XXXXXXXXXX		.00			
CHANGES AND ERROR CORRECTIONS (+OR-)						
J. TOTAL ENDING FUND BALANCE	290,645		3,788,817.06			
(G+H + OR - I)						

K. 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	4,549.82-
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Rsrv Of Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	825,170.05
G/L 866 Restrict from Impact Fees	0	.00
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 868 Restricted from CTE Carryover R	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	290,645	2,958,520.94
G/L 890 Unassigned Fund Balance	0	.00

<u>TOTAL</u>	290,645	3,779,141.17
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Differences	0	9,675.89-
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Note: A difference in the annual budget column represents an error between Revenue, Expenditure, Residual Equity Transfer accounts and Fund Balance ledger accounts. In the Actual For Year column the arithmetically displayed Fund Balance is different than the posted Fund Balance.

Exception s Found:

20	825	2025	G/L	ACCOUNT	DESC	MISSING
20	835	2025	G/L	ACCOUNT	DESC	MISSING
20	850	2025	G/L	ACCOUNT	DESC	MISSING
20	868	2025	G/L	ACCOUNT	DESC	MISSING
20	869	2025	G/L	ACCOUNT	DESC	MISSING
20	870	2025	G/L	ACCOUNT	DESC	MISSING
20	896	2025	G/L	ACCOUNT	DESC	MISSING
20	897	2025	G/L	ACCOUNT	DESC	MISSING

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)

For the
CENTRALIA SCHOOL DISTRICT #401
School District for the Month of
June,
2026

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	4,387,388	46,920.64	4,337,042.98		50,345.02	98.85
2000 Local Support Nontax	134,864	10,999.52	147,983.62		13,119.62-	109.73
3000 State, General Purpose	0	3,818.38	119,143.13		119,143.13-	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 4,522,252	 61,738.54	 4,604,169.73		 81,917.73-	 101.81
 <u>B. EXPENDITURES</u>						
Matured Bond Expenditures	1,760,000	.00	1,760,000.00	0.00	.00	100.00
Interest On Bonds	2,827,750	1,391,875.00	2,827,750.00	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
 <u>Total EXPENDITURES</u>	 4,588,750	 1,391,875.00	 4,588,100.00	 0.00	 650.00	 99.99
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
 <u>E. UNUSUAL/INFREQUENT-INFLows (GL 968)</u>	 0	 .00	 .00		 .00	 0.00
<u>F. UNUSUAL/INFREQUENT-OUTFLOWS (GL 538)</u>	0	.00	.00		.00	0.00
 <u>G. NET CHANGE IN FUND BALANCE</u>	 66,498-	 1,330,136.46-	 16,069.73		 82,567.73	 124.17-
<u>(A-B-C-D+E-F)</u>						
 <u>H. TOTAL BEGINNING FUND BALANCE</u>	 3,514,590		 3,450,009.54			
 <u>I. G/L 896, 897, 898 ACCOUNTING</u>	 XXXXXXXXXX		 .00			
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>						
 <u>J. TOTAL ENDING FUND BALANCE</u>	 3,448,092		 3,466,079.27			
<u>(G+H + OR - I)</u>						
 <u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,448,092		3,466,079.27			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Pruposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
 <u>TOTAL</u>	 3,448,092		 3,466,079.27			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2025 (September 1, 2025 - August 31, 2026)

For the

CENTRALIA SCHOOL DISTRICT #401

School District for the Month of

June

,

2026

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	180,613	6,671.89	29,076.07-		209,689.07	16.10-
2000 Athletics	699,284	21,271.00	232,836.28		466,447.72	33.30
3000 Classes	32,000	1,945.00	14,784.90		17,215.10	46.20
4000 Clubs	285,026	2,363.10	59,012.23		226,013.77	20.70
6000 Private Moneys	2,000	.00	2,084.28		84.28-	104.21
Total REVENUES	1,198,923	32,250.99	279,641.62		919,281.38	23.32
B. EXPENDITURES						
1000 General Student Body	227,220	13,984.63	39,642.43	13,788.85	173,788.72	23.52
2000 Athletics	790,837	11,842.91	157,737.97	70,514.63	562,584.40	28.86
3000 Classes	24,833	2,759.30	6,640.88	4,779.43	13,412.69	45.99
4000 Clubs	290,456	11,270.99	33,138.55	18,838.98	238,478.47	17.90
6000 Private Moneys	38,936	535.16	5,782.97	1,534.83	31,618.20	18.79
Total EXPENDITURES	1,372,282	40,392.99	242,942.80	109,456.72	1,019,882.48	25.68
C. EXCESS OF REVENUES						
OVER (UNDER) EXPENDITURES (A-B)	173,359-	8,142.00-	36,698.82		210,057.82	121.17-
D. UNUSUAL/INFREQUENT-INFLOWS (GL 968)	0	.00	.00		.00	0.00
E. UNUSUAL/INFREQUENT-OUTFLOWS (GL 538)	0	.00	.00		.00	0.00
F. NET CHANGE IN FUND BALANCE	173,359-	8,142.00-	36,698.82		210,057.82	121.17-
(C+D-E)						
G. TOTAL BEGINNING FUND BALANCE	561,000		547,456.02			
H. G/L 896, 897, 898 ACCOUNTING	XXXXXXXXX		.00			
CHANGES AND ERROR CORRECTIONS (+OR-)						
I. TOTAL ENDING FUND BALANCE	387,641		584,154.84			
(F+G + OR - H)						
J. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	387,641		584,154.84			
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	387,641		584,154.84			

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2025 (September 1, 2025 - August 31, 2026)

For the CENTRALIA SCHOOL DISTRICT #401 School District for the Month of June, 2026

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Non Tax	45,000	5,093.12	58,632.01		13,632.01-	130.29
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	212,155	.00	.00		212,155.00	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 & Assoc	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	2,260.00		2,260.00-	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	257,155	5,093.12	60,892.01		196,262.99	23.68
B. EXPENDITURES						
Type 30 Equipment	1,000,000	.00	337,827.71	0.00	662,172.29	33.78
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
<u>Total EXPENDITURES</u>	1,000,000	.00	337,827.71	0.00	662,172.29	33.78
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>UNUSUAL/INFREQUENT-INFLows (GL 968)</u>	0	.00	.00		.00	0.00
F. <u>UNUSUAL/INFREQUENT-OUTFLOWS (GL 538)</u>	0	.00	.00		.00	0.00
G. <u>NET CHANGE IN FUND BALANCE</u> <u>(A-B-C-D+E-F)</u>	742,845-	5,093.12	276,935.70-		465,909.30	62.72-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	1,600,000		1,895,431.62			
I. <u>G/L 896, 897, 898 ACCOUNTING</u> <u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	857,155		1,618,495.92			
K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	857,155		1,618,495.92			
G/L 830 RESERVE 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 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	857,155		1,618,495.92			

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

Coversheet

Consideration of Approval of 2026-27 Multi Lingual and Migrant Program

Section:	IX. New Business
Item:	A. Consideration of Approval of 2026-27 Multi Lingual and Migrant Program
Purpose:	
Submitted by:	
Related Material:	26-27 Multilingual Annual Review.pdf

Multilingual and Migrant Annual Review

September 2026



Dr. Jeff Broome Executive Director of Teaching and
Learning

Nicki Hart, ML Program Coordinator

OUR VISION

All students achieve academic and personal excellence

OUR MISSION

Prioritize Students
Uphold High Expectations
Champion Hope
Cultivate Collaboration

OUR CORE VALUES

- Build an environment of high expectations through academic rigor and prioritizing educational excellence
- Foster a culture of bravery and vulnerability
- Listen & respond to all students, staff, and community stakeholders
- Build relationships of trust, transparency, empathy, acceptance, and support
- Create & uphold an environment of equity, respect, and inclusivity
- Promote professional excellence, leadership, and innovation
- Use data to inform decisions

OUR CULTURE CODE

As educators, we are unequivocally committed to our personal success and the success of our 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

Academic Excellence

At least **55%** of students score proficient on K-3 iReady Reading
At least **40%** of students score proficient on K-6 iReady Math
At least **35%** of 8th & 10th grade students score level 3 or 4 on Math SBA

- LETRS instruction (K-2)
- CKLA Amplify Fidelity implementation (K-2)
- Dragonfly & Study Sync implementation (3-6)
- Math fluency (Elementary)
- Mathematical understanding (Secondary)
- MTSS (K-12)

Belonging

At least **70%** of staff believe all students can achieve at high levels
At least **75%** of students have one trusted adult at school

- Every adult greets every student every day

Culture

At least **90%** average daily attendance for students and staff
At least **56%** of students are proud of their school

- Staff and student attendance initiatives and recognition (K-12)

Future Readiness

At least **85%** graduation rate, **75%** for ML, Sp Ed

- No Excuses University (Elementary)
- AVID (MS & HS)

Family & Community Partnership

At least **80%** of families feel welcome at school and informed

- School & classroom home communication about learning

Safety, Security, & Behavior

At least **70%** of students feel safe at school
At least **80%** of families feel their student is safe at school
At least **80%** of students have no more than one discipline referral

- STOIC/CHAMPS (K-12)
- MTSS (K-12)
- Security cameras
- Safety Plans & reunification

Department priorities:

- Providing students with high quality instruction in the general education classroom.
- Supporting teachers with strong instructional strategies through our Guided Language Acquisition Design (GLAD).
- Responsive support for secondary students based on current and actionable student data.
- Expanding the continuum of support for secondary students including after school supports.
- A focus on long term English language students (LTELS) over 5 years in the program.

ML Vision and Mission

Vision: Multilingual Learners will thrive academically and socially within a culture of an asset based philosophy, mindset, and practices.

Centralia School District Multilingual Program will-

- Have a culture where multilingual students thrive, not just survive!
- Be designed around four big ideas (WIDA):
 - Equity of Opportunity and Access
 - Integration of Content and Language
 - Collaboration among Stakeholders
 - Functional Approach to Language Development
- Be inclusionary– prioritize in-class services
- Will meet the dual needs of language development and access to core

ML Services

Currently 509 active ML students across the district.

294 - Elementary

- Provide push-in or content support. ML teachers work as language experts in the classroom.
- Direct Services (Small group pull outs) for multilingual students that demonstrate the high level of need
- Collaborating with intervention teams to plan supports for students
- Supporting classroom teachers with ML GLAD strategies

215 - Secondary

CMS (82)

- English language development classes (beginners, ML 1 and ML 2)
- Collaborating and co-teaching with content teachers
- Push in para support in content classes
- Active data tracking and early warning system (EWS) monitoring

CHS (131) + FHS (2)

- 5 English language development classes (Newcomer block, ML 1, ML 2 and ML 3)
- Push in para support in content classes
- Active data tracking and early warning system (EWS) monitoring

Migrant- Agricultural Program

OSPI Definition:

A child is a “migratory child” if the following conditions are met:

1. The child is not older than 21 years of age
2. The child made a qualifying move in the preceding 36 months as a migratory agricultural worker or migratory fisher, or did so with, or to join a parent/guardian or spouse who is a migratory agricultural worker or a migratory fisher; and
3. With regard to the qualifying move identified above, the child moved due to economic necessity

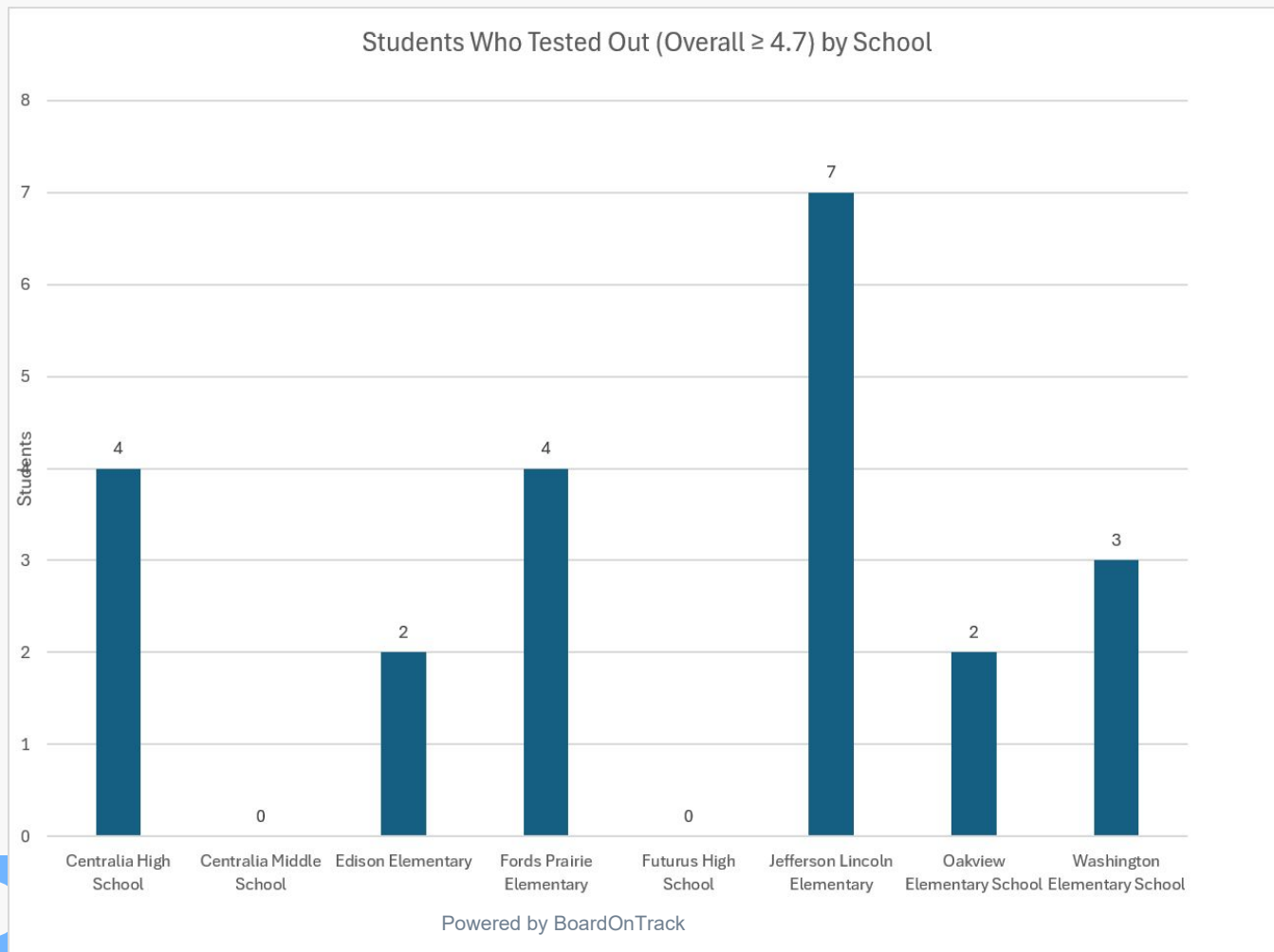
The current number of migrant students is 40. This number has dropped considerably in the last 5 years. Federally funded under Title 1C.

What is the WIDA test?

- The WIDA test measures English language proficiency for multilingual learners—required by the state.
- Students are assessed in four key language domains: Listening, Speaking, Reading, and Writing
- All multilingual learners take this assessment annually to track their language development progress
- Results help teachers understand each student's current language level and plan appropriate supports
- WIDA scores guide decisions about language services and classroom accommodations for multilingual students

January: I-Ready Testing	February-March: WIDA	May: SBA, ELA, Math, Science	June: I-Ready Testing
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Wida Testin g Result s



**It is recommended that the board
approve the CSD TBIP plan for the
26-27 school year.**

Coversheet

Consideration of Approval of Resolutions 2026-06 through 2026-10, Out of Endorsement Waivers

Section: IX. New Business
Item: C. Consideration of Approval of Resolutions 2026-06 through 2026-10,
Out of Endorsement Waivers
Purpose:
Submitted by:
Related Material: Summary Sheet- Out of Endorsement Waiver.pdf
26-27 Out of Endorsement Waivers.docx.pdf

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT:

Resolution No. 2026-06 through 2026-10 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)

Casey Thorpe

Current Endorsement: English Language Arts Teacher

Assigned to teach: Multi-Lingual (Centralia High School)

Monica Lewis

Current Endorsement: Middle-Level Mathematics and Science Teacher

Assigned to Teach: Geology Classes (Centralia High School)

Tanja Kern

Current Endorsement: Special Education and Elementary Education

Assigned to Teach: Personal Finance, Electives, and Spanish classes (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 2026-06 through 2026-10



CENTRALIA SCHOOL DISTRICT

Resolution No. 2026-06 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 Multilingual classes at Jefferson Lincoln Elementary School.

THEREFORE, BE IT RESOLVED that the Centralia School District Board of Directors hereby approves an out-of-endorsement waiver for Vivian Tesner, Certificate Number 611192F, for the 2026-27 school year.

DATED this 24th day of September 2026

BOARD OF DIRECTORS
CENTRALIA SCHOOL DISTRICT #401

Secretary of the Board



CENTRALIA SCHOOL DISTRICT

Resolution No. 2026-07 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 an 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 approves an out-of-endorsement waiver for Samuel Churchill, Certificate Number 401263R, for the 2026-27 school year.

DATED this 24th day of September 2026

BOARD OF DIRECTORS
CENTRALIA SCHOOL DISTRICT #401

Secretary of the Board



CENTRALIA SCHOOL DISTRICT

Resolution No. 2026-08 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 Casey Thorpe. The specific out-of-endorsement assignment is as follows:

Multi-Lingual

WHEREAS, Casey Thorpe is currently certified as an English Language Arts Teacher and has been assigned to teach Multi-Lingual classes.

WHEREAS, the Centralia School District does find it necessary to assign Casey Thorpe to teach Multilingual classes at Centralia High School.

THEREFORE, BE IT RESOLVED that the Centralia School District Board of Directors hereby approves an out-of-endorsement waiver for Casey Thorpe, Certificate Number 556749J, for the 2026-27 school year.

DATED this 24th day of September 2026

BOARD OF DIRECTORS
CENTRALIA SCHOOL DISTRICT #401

Secretary of the Board



CENTRALIA SCHOOL DISTRICT

Resolution No. 2026-09 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 Monica Lewis. The specific out-of-endorsement assignment is as follows:

Geology

WHEREAS, Monica Lewis is currently certified as a Middle-Level Mathematics and Science teacher and has been assigned to teach Geology classes.

WHEREAS, the Centralia School District does find it necessary to assign Monica Lewis to teach Geology classes at Centralia High School.

THEREFORE, BE IT RESOLVED that the Centralia School District Board of Directors hereby approves an out-of-endorsement waiver for Monica Lewis, Certificate Number 497458J, for the 2026-27 school year.

DATED this 24th day of September 2026

BOARD OF DIRECTORS
CENTRALIA SCHOOL DISTRICT #401

Secretary of the Board



CENTRALIA SCHOOL DISTRICT

Resolution No. 2026-10 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 Tanja Kern. The specific out-of-endorsement assignment is as follows:

**Personal Finance
Electives
Spanish**

WHEREAS, Tanja Kern is currently certified as a Special Education and Elementary Education teacher and has been assigned to teach Personal Finance and Spanish classes.

WHEREAS, the Centralia School District finds it necessary to assign Tanja Kern to teach Personal Finance, Electives, and Spanish classes at Futurus High School.

THEREFORE, BE IT RESOLVED that the Centralia School District Board of Directors hereby approves an out-of-endorsement waiver for Tanja Kern, Certificate Number 562496J, for the 2026-27 school year.

DATED this 24th day of September 2026

BOARD OF DIRECTORS
CENTRALIA SCHOOL DISTRICT #401

Secretary of the Board

Coversheet

Consideration of Approval of 2026-11 Cancellation of Warrant

Section:	IX. New Business
Item:	D. Consideration of Approval of 2026-11 Cancellation of Warrant
Purpose:	
Submitted by:	
Related Material:	Summary Sheet- Resolution 2026-11.pdf Resolution 2026-11 Cancellation of Warrant.pdf

Centralia School District 401
Regular School Board Meeting
AGENDA ITEM DETAILS

SUBJECT:

Warrant Cancellation Check Number: 50142628

BACKGROUND:

Check was stolen and tried to be cashed by someone, bounced back at the bank as an exception and was voided.

RATIONALE:

Void and Reissue, sending in package with signature required

FISCAL IMPACT:

None

BUDGET SOURCE:

General

DATA SOURCES:

None

SUBMITTED BY:

Trevor Blank

RECOMMENDED ACTION:

Approval from the board for cancelled warrant



CENTRALIA SCHOOL DISTRICT

A Learning Community · Educating Each Student · Exceeding Expectations

DATE: 09/10/2026

TO: Lewis County Treasurer

FROM: Joseph Vetter, Executive Director of Fiscal Services

CC: Trevor Blank, Accounts Payable; Brittany Kindell, Executive Asst. to Supt.

RE: Resolution 2026-27, WARRANT CANCELLATION 2024-11

Please cancel the following warrant(s):

<u>Payee Name</u>	<u>Reason</u>	<u>Date</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
Data Center Warehouse	Check stolen	08/28/2026	50142628	11	\$24,281.60

☐ We **are not** reissuing replacement warrants for the above listed warrant(s).

☒ We **are** reissuing the following replacement warrants for the above listed warrant(s).

THEREFORE, BE IT RESOLVED that the preceding warrants issued by Centralia School District #401 be cancelled and the Lewis County Treasurer notified of this action.

DATED this 10 day of September 2026

BOARD OF DIRECTORS
CENTRALIA SCHOOL DISTRICT #401

Secretary of the Board _____

* Person trying to
cash check

Checks that have been converted into an ACH electronic payment display with a check number.

Check Exceptions Awaiting Decision

Change Selections									
Decision	Account	Check	Issued Date	Void Date	Amount	Amount Paid	Exception Reason	Payee	Read Payee
Return - Altered/Fictitiou s	ZBA SD 401 - *0673	00050142628 	08/28/2026	n/a	\$24,281.60	\$24,281.60	Payee Mismatch	DATA CENTER WAREHOUSE, LLC	THIRD ON SEVEN LLC
									0 of 1 received Ready to transmit

Transmit

Cancel

Coversheet

Consideration of Approval of Student Handbooks

Section:	IX. New Business
Item:	E. Consideration of Approval of Student Handbooks
Purpose:	
Submitted by:	
Related Material:	Edison Student Handbook 2026-27.docx (1).pdf FP Student Parent handbook 2026-27.pdf JL 26-27 Elementary Student Handbook.pdf 2026-2027 Elementary Student Handbook - OAKVIEW (1).pdf 26-27 Washington Elementary Student Handbook.pdf 26-27 CMS Student Handbook.docx.pdf 26-27 CHS Student Handbook.pdf

Edison Elementary



Student and Parent Handbook

2026-2027

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 2026-27 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	7:30 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

<u>Regular Daily Schedule</u>	<u>Early Release Wednesday</u>
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
Mrs. Steenkolk

4th Grade

Mr. Lorton
Ms. McCowan

5th Grade

Mrs. Styger
Mrs. Waber

6th Grade

Mrs. Baine
Mrs. Capps

Instructional Specialist

Mrs. Turner

PE

Ms. McCallum

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
Mrs. Holm
Ms. Lord
Mrs. Mena
Mrs. Qualia
Mr. Thomas
Ms. Valerie
Ms. Ware

Kitchen Staff

Ms. Anaya
Ms. Freeborn

EL Program

Mrs. Hernandez-Guzman
Ms. Ayala

Special Education

Mr. Smith
Mrs. Zimmer

Principal

Mr. Lowe

Counselor

Ms. Riffe

Behavior Support

Mrs. Robb

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 milk only, they 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 the 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 are 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 bringing medication to or from school.** A parent or guardian must deliver it.

Special Health Concerns:

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

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 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 field trips unless special arrangements have been made with the Principal prior to the field trip. 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 to 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 will 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 guardians 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 believes 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;
400 Maryland Avenue, SW

U.S. Department of Education
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
FORDS PRAIRIE Elementary
Student & Parent Handbook
2026-27

Our Vision:
All Students Achieve Academic and Personal Excellence!

Our Mission:
Prioritize Students- Uphold High Expectations- Champion Hope- Cultivate Collaboration

FORDS PRAIRIE SCHOOL - Unlocking a love of learning

August 19, 2026

Parents, Guardians and Tiny Tigers!

Welcome to the 2026-27 school year.

WE are pleased to be serving you and your child. Fords Prairie is a wonderful place to learn and grow. Here are a few key reminders as we start the new school year.

- + Students do not need Cell Phones, or tablets at School.**
- + Our Tiger Tools: BE SAFE, BE RESPONSIBLE, and BE RESPECTFUL – guide everything we do.**
- + Homework is 20 minutes of READING EVERY DAY! IF they say no homework, then Read!**

This handbook serves as a guide to the Policies and Procedures of Fords Prairie School and the Centralia School District.

FORDS PRAIRIE SCHOOL HOURS	Dates to Remember
Doors Open 8:50	9/1 First Day of School 1-6 Kindergarten Parent Meetings
Breakfast Served from 8:50 – 9:10	9/1-2-3 Kindergarten Parent Meetings
School Starts 9:15 / TARDY BELL	9/2 Early Release
School Ends at 3:30	9/8 First Day of Kindergarten
EARLY DISMISSAL every WEDNESDAY at 2:00	

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Support Staff

Principal, David Roberts	Secretary, Julie Iverson
Attendance, Renee Eacker	Family Advocate, Maria Hughes
PBIS Para, Melissa Wienke	Counselor, Heidi Weaver
Speech, Ashley Wright	
School Psychologist, Melanie Greenway	HI- CAP, Hillary Read
Behavior Support, Elle Johnson	Instructional Facilitator, Natalie Chambers
Custodian, Angel Mendoza	Custodian, Kippi Phelps

Para Educators:

Mr. Avery, Mrs. Horst, Mrs. Burton, Mrs. Kaeche, Ms. Eacker, Ms. Mora- Parke, Mrs. Morrow, Mrs. Parkison, Mrs. Scherer, Mrs. Tokstad, Ms. Weber

Specialists: Mrs. Meyer - Library, Mrs. Taylor- PE, Ms. Rademacher - Music

Student Services: Ms. Bancroft, Ms. Rogerson, and Mr. Smith

Kindergarten Teachers: Mr. Logan, Mrs. Wasson, TBD

First Grade Teachers: Mrs. Ashmore, Mrs. Haskins,

Second Grade Teachers: Mr. Sanchez, Ms. Pearson, Ms. Reich

Third Grade Teachers: Mrs. Isaacson, Mrs. Steenkolk, Ms. Mora

Fourth Grade Teachers: Ms. Simmons, Mrs. Talley, Ms. Ethridge

Fifth Grade Teachers: Mrs. Terry, Ms. Brown

Sixth Grade Teachers: Ms. Morris, Mrs. Nailon, Mr. King

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

Dismissal at 2:00 Every Wednesday

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. FORDS PRAIRIE IS LOCATED ON MAJOR ROADS - WE ASK YOU GRANT WRITTEN PERMISSION FOR WALKERS OR RIDERS.

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: GETTING SIGNED UP FOR THE BUS TAKES 3-5 Days! Call Transportation early! 360-330-7628

**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.

Student conduct: Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus shall be sufficient cause for the Transportation Director/Assistant Director or designee to suspend the transportation privilege. Classroom conduct is the accepted behavior on a school bus or district van. Classroom conduct, as used here is interpreted to mean:

- A. Following the driver’s directions, remaining properly seated.
- B. Keeping hands and personal items to yourself.
- C. Talking with other students in the immediate vicinity only.
- D. Students need to remember that since various grade levels are riding the bus, conversation content should be structured accordingly.
- E. Student harassment, bullying, weapons, fighting, spitting, and/or throwing things will not be tolerated
- F. The use of loud, abusive or vulgar language, obscene gestures and images is prohibited. This includes the use of electronic devices such as music blue-tooth sound systems, phones and speakers. All electronic devices brought on to the school bus and used, must be in accordance with the district’s student responsible use guidelines for technology.

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.

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
Cyberbullying Policy Required
Legislature Passes and Anti-Bullying
Bill

Policy News, April 2008
Policy News, April 2002

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:

ALL students need backpack headphones/earbuds	Kindergarten 4 boxes regular size Crayola crayons (24 pack) 1 large container baby wipes (unscented) 1 large box tissues 1 large Elmers glue sticks (.75oz) 1 package regular size pencils (Dixon) 1 box gallon size zip bags (Boys) 1 box quart size zip bags (Girls)
1st Grade 2 boxes crayons (24 count) (Crayola) 1 pair scissors (FISKARS) 36 plain wooden pencils (Dixon) 1 box colored markers (12 count) 1 pencil box 3 large glue sticks 2 box tissues (regular size) 1 box sandwich size zip bags 1 box gallon size zip bags	2nd Grade 2 boxes crayons (24 count) (Crayola) 1 pair scissors (FISKARS) 24 plain wooden # 2 pencils (Dixon) 1 pencil box (no larger than 9 X 6 inches) 2 large glue sticks 2 pink pearl erasers (no pencil top erasers) 3 composition notebooks (wide ruled-not spiral) 1 large box tissues (last name A-M) 1 large container baby wipes (last name N-Z) unscented 1 box gallon size zip bags (last name A-M) 1 box quart size zip bags (last name N-Z)
3rd Grade 1 box crayons (Crayola) 1 pair scissors (FISKARS) 24 plain wooden #2 pencils (Dixon) 1 box colored markers (12 count) 1 plastic pencil box 4 spiral notebooks (wide ruled) 1 box tissues (large) 1 large container baby wipes (unscented) 1 box gallon size zip bags	4th Grade 1 box of crayons (Crayola) 12 plain wooden #2 pencils (Dixon) 1 pencil pouch 3 notebooks with lined paper 1 school folder 1 box tissues 1 container baby wipes (unscented)
5th Grade 3 package of wood, #2 pencils (Dixon) 1 package of lined paper 1 pair scissors (FISKARS) 2 large glue sticks 2 large pink erasers 1 box of colored pencils 2 box tissue 2 containers of sanitizing wipes	6th Grade 24 pencils (Dixon) 1 colored pencils 1 highlighters (multi-colored) 4 composition books 1 box tissue

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 Fords Prairie. 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 Parents and 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/Title1/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

<u>Expected Classroom Behavior</u> 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	<u>Incentives and Rewards</u> • 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.
<u>Intensity 1 Offenses</u> • 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)	<u>Corrective Responses</u> • 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
<u>Intensity 2 Offenses</u> **persistent, on-going, repetitive Intensity 1 behavior may also fall into this category**	<u>Classroom Based Consequences</u> • Time-out in class or in another room (i.e. buddy room of the same grade or office)

• 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 - 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	• 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 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

<u>Expected Classroom Behaviors:</u> 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	<u>Incentives & Rewards:</u> 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)
<u>Intensity 1 (Annoying) Behaviors:</u> 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	<u>Intensity 1 Corrective Response:</u> 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
<u>Intensity 2 Behaviors:</u> Persistent Level 1 Intensity Behaviors Name calling Horseplay Physical contact Intimidating another student Hands inappropriately on another child Physical aggression Lying	<u>Intensity 2 Classroom-based Consequence Options:</u> 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

<u>Intensity 3 Behaviors:</u> 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	<u>Intensity 3 Out of Class Consequence Options:</u> 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
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Second Grade Classroom Behavior Matrix

<u>Expected Classroom Behavior</u> 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	<u>Incentives and Rewards</u> • 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
<u>Intensity 1 Offenses</u> • 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	<u>Corrective Responses</u> • Teacher visual, non-verbal, or physical prompt • Teacher proximity • Teacher redirect • Teacher warning • Teacher uses a "Stop & Think" prompt • The 'Teacher Look'

area • Running in class • Rocking, tilting, falling out of seat • Calling/shouting/blurting out answers • Socializing with peers without permission	
<u>Intensity 2 Offenses</u> • 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)	<u>Classroom Based Consequences</u> • 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
<u>Intensity 3 Offenses</u> • 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	<u>Out of Class Consequences (Chosen in Collaboration with Admin)</u> • 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

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

❖ Teasing	
<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 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)	<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 ❖ 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	<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

clear intent to steal)	
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Fourth & Fifth Grades Classroom Behavior Matrix

<u>Expected Classroom Behaviors:</u> 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	<u>Incentives & Rewards:</u> • 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
<u>Intensity 1 Behaviors:</u> • 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)	<u>Intensity 1 Teacher Corrective Response:</u> • 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

• Horseplay/Play fighting/Running in class • Inappropriate language • Distracting others	
<u>Intensity 2 Behaviors:</u> • Repeated Intensity 1 behaviors • Non-sexual harrassment • Name-calling/Teasing • Staring/attempting to non-verbally intimidate another student • Poor Attitude/Verbal Rudeness • 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)	<u>Intensity 2 Classroom-based Consequence:</u> • 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) • 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> <i>(Consequences in this section, though handled by administration, are meant to be collaborative.)</i> • 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

<u>Expected Classroom Behaviors</u> 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	<u>Incentives and Rewards</u> • 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
<u>Level 1 Offenses</u> • 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	<u>Teacher Corrective Responses</u> • Teacher visual, verbal, non-verbal, or physical prompt • Teacher proximity • Teacher redirect • Teacher warning • Teacher uses a "Stop & Think" prompt • 1:1 private conversation
<u>Level 2 Offenses</u> • Repeated Intensity 1 behaviors • Horseplay/play fighting • Computer/technology violations • Passive defiance • Lying/cheating • Arguing with the teacher/talking back	<u>Classroom-Based Consequences</u> 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

• Teasing • Verbal/non-verbal intimidation of another student • Minor vandalism • Stealing minor items (pens, notebooks, etc.) • Denial of a reasonable request • Electronic device violation	• items • Team meeting with Teacher/Counselor/Administration/Parent • Behavior plan • Electronic device to the office per electronic device policy • Restitution
<u>Level 3 Offenses</u> • Repeated Intensity 2 behaviors • Harassment/Intimidation/Bullying (HIB) • 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	<u>Out-of-Class Consequences</u> Intensity 2 Consequences and/or: • Removal from classroom/send to office • 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

Our Schools Protect 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**

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.



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 Roberts	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	Stephanie Shiflett	Special Education
Jessica Ahern	Building Secretary	Patricia Badgley	IAC
Krystie Schueck	Office Assistant	Lisa Mathes	ILC
Gabriel Criquit Matos	Family Resource	Vivian Tesner	Multi-language Facilitator
		Jenny Ashmore	Instructional Facilitator
Cristal Hermenegildo	Kindergarten	Bianca Gutierrez	Counselor
Lori Green	Kindergarten	Charity Layton	Behavior Specialist
Rylee Johnson	1st grade		
Jill Pilloud	1st grade	Rana Justice	Occupational Therapist
Callie Bissonnette	2nd grade	Staci Ellis	Physical Therapist
Michelle Thomas	2nd grade	Holly Finley	Psychologist
Brent Eacker	3rd grade	Mia Vongillern	Speech Therapist
Shannon McDermitt	3rd grade	Laura McGann	Building Para
Miranda Rosenborg	4th grade	Steve Turner	Building Para
Morigan Eidingen	4th grade	Ashley Barton	Building Para
Meagan Mower	5th grade	Addison	Building Para
		Montgomery	
Jackson Folkers	5th grade	OPEN	IAC Para
Denney Vullo	6th grade	Lori Johnson	IAC Para
Kim Roberts	6th grade	Taryn Abarta	ILC Para
		Lana Clark	ILC Para
		OPEN	1:1 Para (ILC)
Vanessa Valencia	Library	Payton Baumel	1:1 Para (ILC)
Lane Wasson	PE	Jennifer Hurley	Resource Para
Cheryl Gorton	Music	Alisha Perez	ML Para
		Cameron Erickson	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.

Drinks at School: Please send your child to school with water or Gatorade to help them stay hydrated and focused throughout the school day. We ask that families please do not send energy drinks or soda to the classroom, as these beverages can contain high amounts of caffeine and sugar and may affect students' ability to focus and participate. Thank you for helping us support a healthy and positive learning environment for everyone!

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)

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; samitchell@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; samitchell@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; samitchell@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; samitchell@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)
	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 1 large box of white paper 1 pair scissors (FISKARS) 1 pencil pouch

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

<u>Expected Classroom Behavior</u> 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	<u>Incentives and Rewards</u> • 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.
<u>Intensity 1 Offenses</u> • 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)	<u>Corrective Responses</u> • 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
<u>Intensity 2 Offenses</u> **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	<u>Classroom Based Consequences</u> • 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

<u>Expected Classroom Behaviors:</u> 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	<u>Incentives & Rewards:</u> 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)
<u>Intensity 1 (Annoying) Behaviors:</u> 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	<u>Intensity 1 Corrective Response:</u> 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
<u>Intensity 2 Behaviors:</u> Persistent Level 1 Intensity Behaviors Name calling Horseplay Physical contact Intimidating another student Hands inappropriately on another child Physical aggression Lying	<u>Intensity 2 Classroom-based Consequence Options:</u> 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
<u>Intensity 3 Behaviors:</u>	<u>Intensity 3 Out of Class Consequence</u>

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	<u>Options:</u> 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
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Second Grade Classroom Behavior Matrix

<u>Expected Classroom Behavior</u> 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	<u>Incentives and Rewards</u> • 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
<u>Intensity 1 Offenses</u> • 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	<u>Corrective Responses</u> • 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	
<u>Intensity 2 Offenses</u> - 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)	<u>Classroom Based Consequences</u> - 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
<u>Intensity 3 Offenses</u> - 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	<u>Out of Class Consequences (Chosen in Collaboration with Admin)</u> - 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

<u>Expected Classroom Behaviors</u> - Active listening - Follow directions the first time	<u>Incentives and Rewards:</u> ❖ Praise or compliments ❖ Positive phone calls or notes home
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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

<u>Expected Classroom Behaviors:</u> 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	<u>Incentives & Rewards:</u> • 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
<u>Intensity 1 Behaviors:</u> • 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	<u>Intensity 1 Teacher Corrective Response:</u> • 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
<u>Intensity 2 Behaviors:</u> • Repeated Intensity 1 behaviors • Non-sexual harrasment • Name-calling/Teasing • Staring/attempting to non-verbally intimidate another student • Poor Attitude/Verbal Rudeness	<u>Intensity 2 Classroom-based Consequence:</u> • 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

<u>Expected Classroom Behaviors</u> 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	<u>Incentives and Rewards</u> • 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
<u>Level 1 Offenses</u> • 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	<u>Teacher Corrective Responses</u> • Teacher visual, verbal, non-verbal, or physical prompt • Teacher proximity • Teacher redirect • Teacher warning • Teacher uses a "Stop & Think" prompt • 1:1 private conversation
<u>Level 2 Offenses</u> • 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	<u>Classroom-Based Consequences</u> 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
<u>Level 3 Offenses</u> • Repeated Intensity 2 behaviors • Harassment/Intimidation/Bullying (HIB)	<u>Out-of-Class Consequences</u> Intensity 2 Consequences and/or: • Removal from classroom/send to office

- | | |
|---|---|
| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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, Bianca Gutierrez.

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.



Oakview Student and Family Handbook 2026-2027

ONE PRIDE. ONE PURPOSE.

Every student belongs. Every student matters. Every student can.



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!**

Sincerely,
Crystal Allen, Principal

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Oakview 2026 - 2027 Staff List

Crystal Allen	Principal	Taya	PE
Heidi Palmason	Building Secretary	Ali Sharp	Music
Melissa Sikel	Office Assistant	Annie Conzatti	Library
	Liaison		SPED
		Isis Albert	Multi-language
Tara Peters	Preschool	Shawn Peters	Instructional Facilitator
		Tatum Salas	Counselor
Norma Vazquez	Kindergarten	Hollie Myhr	Behavior Specialist
Anna Martin	Kindergarten	Chris Mjolsnes	Nurse
Christy Cothren	1st grade		
Emily Thompson	1st grade		
Katie Del Toro	2nd grade	Kelley Burlingame	Para
Michelle Leslie	2nd grade	Brenda Cleveland	Para
Autumn Gunsolley	3rd grade	Susan Curry	Para
LeiLani Orning	3rd grade		Para
Ben Bange	4th grade	Chelsea Sortor	Para
Brian Bartel	4th grade	Cathryn Waschgau	Para
Brenda Gomzalez	5th grade		
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.

Drinks at School: Please send your child to school with water or Gatorade to help them stay hydrated and focused throughout the school day. We ask that families please do not send energy

drinks or soda to the classroom, as these beverages can contain high amounts of caffeine and sugar and may affect students' ability to focus and participate. Thank you for helping us support a healthy and positive learning environment for everyone!

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 (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>

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)

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**.

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:

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.

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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**

<u>Expected Classroom Behavior</u> 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	<u>Incentives and Rewards</u> • 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.
<u>Intensity 1 Offenses</u> • 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)	<u>Corrective Responses</u> • 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
<u>Intensity 2 Offenses</u> **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 -	<u>Classroom Based Consequences</u> • 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

<u>Expected Classroom Behaviors:</u> 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	<u>Incentives & Rewards:</u> 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)
<u>Intensity 1 (Annoying) Behaviors:</u> 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	<u>Intensity 1 Corrective Response:</u> 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
<u>Intensity 2 Behaviors:</u> Persistent Level 1 Intensity Behaviors Name calling Horseplay Physical contact Intimidating another student Hands inappropriately on another child Physical aggression Lying	<u>Intensity 2 Classroom-based Consequence Options:</u> 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
<u>Intensity 3 Behaviors:</u>	<u>Intensity 3 Out of Class Consequence Options:</u>

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
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Second Grade Classroom Behavior Matrix

<u>Expected Classroom Behavior</u> 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	<u>Incentives and Rewards</u> • 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
<u>Intensity 1 Offenses</u> • 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	<u>Corrective Responses</u> • 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	
<u>Intensity 2 Offenses</u> • 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)	<u>Classroom Based Consequences</u> • 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
<u>Intensity 3 Offenses</u> • 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	<u>Out of Class Consequences (Chosen in Collaboration with Admin)</u> • 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

<u>Expected Classroom Behaviors</u> 1. Active listening 2. Follow directions the first time 3. Begin and complete work promptly and appropriately	<u>Incentives and Rewards:</u> ❖ 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	- 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 ❖ 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	<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

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

<u>Expected Classroom Behaviors:</u> 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	<u>Incentives & Rewards:</u> • 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
<u>Intensity 1 Behaviors:</u> • 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	<u>Intensity 1 Teacher Corrective Response:</u> • 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
<u>Intensity 2 Behaviors:</u> • 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	<u>Intensity 2 Classroom-based Consequence:</u> • 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 <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> <i>(Consequences in this section, though handled by administration, are meant to be collaborative.)</i> • 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

<u>Expected Classroom Behaviors</u> 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	<u>Incentives and Rewards</u> • 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
<u>Level 1 Offenses</u> • 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	<u>Teacher Corrective Responses</u> • Teacher visual, verbal, non-verbal, or physical prompt • Teacher proximity • Teacher redirect • Teacher warning • Teacher uses a "Stop & Think" prompt • 1:1 private conversation
<u>Level 2 Offenses</u> • 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	<u>Classroom-Based Consequences</u> 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
<u>Level 3 Offenses</u> • Repeated Intensity 2 behaviors • Harassment/Intimidation/Bullying (HIB) • Vandalism - major (item of greater cost and/or	<u>Out-of-Class Consequences</u> 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: Samantha 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>

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

<u>Expected Classroom Behavior</u> 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	<u>Incentives and Rewards</u> • 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.
<u>Intensity 1 Offenses</u> • 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)	<u>Corrective Responses</u> • 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
<u>Intensity 2 Offenses</u> **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	<u>Classroom Based Consequences</u> • 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

<u>Expected Classroom Behaviors:</u> 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	<u>Incentives & Rewards:</u> 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)
<u>Intensity 1 (Annoying) Behaviors:</u> 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	<u>Intensity 1 Corrective Response:</u> 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
<u>Intensity 2 Behaviors:</u> Persistent Level 1 Intensity Behaviors Name calling Horseplay Physical contact Intimidating another student Hands inappropriately on another child Physical aggression Lying	<u>Intensity 2 Classroom-based Consequence Options:</u> 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
<u>Intensity 3 Behaviors:</u>	<u>Intensity 3 Out of Class Consequence</u>

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	<u>Options:</u> 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
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Second Grade Classroom Behavior Matrix

<u>Expected Classroom Behavior</u> 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	<u>Incentives and Rewards</u> • 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
<u>Intensity 1 Offenses</u> • 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	<u>Corrective Responses</u> • 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	
<u>Intensity 2 Offenses</u> • 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)	<u>Classroom Based Consequences</u> • 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
<u>Intensity 3 Offenses</u> • 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	<u>Out of Class Consequences (Chosen in Collaboration with Admin)</u> • 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

<u>Expected Classroom Behaviors</u> 1. Active listening 2. Follow directions the first time	<u>Incentives and Rewards:</u> ❖ Praise or compliments ❖ Positive phone calls or notes home
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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

<u>Expected Classroom Behaviors:</u> 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	<u>Incentives & Rewards:</u> • 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
<u>Intensity 1 Behaviors:</u> • 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	<u>Intensity 1 Teacher Corrective Response:</u> • 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
<u>Intensity 2 Behaviors:</u> • Repeated Intensity 1 behaviors • Non-sexual harrasment • Name-calling/Teasing • Staring/attempting to non-verbally intimidate another student • Poor Attitude/Verbal Rudeness	<u>Intensity 2 Classroom-based Consequence:</u> • 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

<u>Expected Classroom Behaviors</u> 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	<u>Incentives and Rewards</u> • 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
<u>Level 1 Offenses</u> • 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	<u>Teacher Corrective Responses</u> • Teacher visual, verbal, non-verbal, or physical prompt • Teacher proximity • Teacher redirect • Teacher warning • Teacher uses a "Stop & Think" prompt • 1:1 private conversation
<u>Level 2 Offenses</u> • 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	<u>Classroom-Based Consequences</u> 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
<u>Level 3 Offenses</u> • Repeated Intensity 2 behaviors • Harassment/Intimidation/Bullying (HIB)	<u>Out-of-Class Consequences</u> Intensity 2 Consequences and/or: • Removal from classroom/send to office

- | | |
|---|--|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 2026–2027



CMS Website:

<https://cms.centraliaschooldistrict.org/>

Address:

901 Johnson Rd.
Centralia, Wa 98531
Phone: 360-330-7619

Be Brave

Bridge the Gap



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: Samantha Mitchell smitchell@centralia.wednet.edu - IEP and Section 504 Coordinator: Tammy Jensen-Tabor, jensen-tabor@centralia.wednet.edu (360) 330-7600, 2320 Borst Avenue, Centralia, WA 98531-0610.



Centralia Middle School

Home of the Tigers

901 Johnson Rd

Centralia, WA 98531

Office Phone: 360-330-7619

Fax: 360-807-2751

<https://cms.centraliaschooldistrict.org/>

Welcome CMS Tigers,

We are excited for the new school year and helping all of our students achieve personal and academic success. We have a great team at CMS 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 Centralia Middle School, we are committed to prioritizing students, upholding high expectations for everyone, being champions of hope, and cultivating collaboration. As a 7th and 8th grade middle school, we only have two short years to help each student bravely bridge the gap from elementary to high school. We believe in all of our students and are here to support them on their path to high school and beyond. We want our CMS tigers to dream big!

Our staff is looking forward to partnering with students, families, staff, and community members to make this another great year at CMS. Please reach out anytime with questions. We love connecting with people and would welcome time to get to know our families and community members. Reach out anytime.

Sincerely,

Allison Hillstrom - CMS Principal

Email: ahillstrom@centralia.wednet.edu

Work Cell: 360-506-4202

Scott Gagnon - CMS Principal

Email: sgagnon@centralia.wednet.edu

Work Cell: 360-827-5389

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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ADMINISTRATION & OFFICE STAFF

901 Johnson Rd
Centralia, WA 98531
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<https://cms.centraliaschooldistrict.org/>

Principal	Allison Hillstrom
Asst. Principal	Scott Gagnon
Secretary	Alicia Durham
Secretary	Jean Shannon
Secretary	Tiffany Leone
Counselor	Drew Kostelnik
Counselor	Ashley Shultz
True North Counselor	Rick Miranda

BELL SCHEDULES

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 such as
assemblies, field trips, 2 hour delays, etc.*

Doors open to students 15 minutes prior to the first bell.

Regular Bell Schedule			50	Wed. Early Release (90)			37
Period	Start	End		Period	Start	End	
Bell	7:40			Bell	7:40		
1	7:45	8:35		1	7:45	8:22	
2	8:38	9:28		2	8:25	9:02	
3	9:31	10:21		3	9:05	9:42	
8th Lunch	10:21	10:57		5	9:45	10:22	
4	11:00	11:50		8th Lunch	10:22	10:58	
4	10:24	11:14		4	11:01	11:40	
7th Lunch	11:14	11:50		4	10:25	11:04	
5	11:53	12:43		7th Lunch	11:04	11:40	
6	12:46	1:36		6	11:43	12:21	
7	1:39	2:30		7	12:24	1:00	

CMS FINES & FEES

Associated Student Body (ASB) 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 and \$35.00 for football
Those who play sports must also have an ASB card.

Music Fees

- Orchestra (instrument rental) = \$ 40.00
- Band - (instrument rental) = \$ 40.00

Those who participate in the music program must also have an ASB card. *Financial assistance is available on a case by case basis. Speak with your student's counselor for more information. Available rentals are limited.*

Chromebook Fees

<u>Chromebooks</u>	<u>Fee</u>	<u>Internet Devices</u>	<u>Fee</u>
Screen Replacement	\$210	Broken/Lost MiFi	\$100
Broken/Lost Charger	\$40	Lost/Broken MiFi Charger	\$40
Keyboard Repair	\$140	Broken/Lost Cradlepoint	\$600
Key Replacement (per key)	\$60	Lost/Broken Cradlepoint Charger	\$40
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		

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

SCHOOL RULES

MOST FREQUENTLY ASKED QUESTIONS

See “*Discipline Policy*” for more details about consequences

1. Cell phones are off and away all day.
2. Headphones and earbuds are not to be worn at school. Upon arrival at school, items are required to be placed in a backpack or locker (athletes only). Items cannot be carried or worn during the school day. See “*Cell Phone Policy*” for cell phone/earbuds expectations. There are exceptions for specific accommodations through a 504 or IEP.
3. 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. This helps keep our school clean.
4. 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.
5. Clear bottles with water only are allowed in classrooms.
6. No permanent markers of any kind are allowed at school.
7. 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!
8. Personal belongings such as toys, blankets, large amounts of money, or other items that distract from the learning process are not allowed at school.
9. 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.
10. 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.
11. The school will not be liable in the event of lost, stolen, or damaged electronic devices or other items. Please leave personal items of value at home.
12. 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 a student is using a hall pass, they are expected to go to their destination only and then return to class as quickly as possible. This holds especially true when there are guest teachers in the building.
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 POLICY & PROCEDURES

All students can access the student handbook via a QR code given to them at the start of the school year and kept in their AVID binder.

Classroom Supply Expectations

Students will bring the following supplies to every class (including health and fitness):

1. Chromebook (charged)
2. Chromebook Charger in case it is not charged
3. Pens and/or Pencils
4. Avid Binder
5. 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 their teacher in the assigned section.
- Students will fill every seat and should 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 & Regulations

Bicycles must be locked in the bike racks and WALKED on and off the school campus, including sidewalks and crosswalks.

Busses & Bus Passes

Parent/Guardian must contact transportation to set up a 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 & Electronic Devices

Students should have all personal portable **electronic devices turned off and away all day** 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 may also be subject to consequences. This includes classrooms, hallways, the Commons, bathrooms, etc. Headphones, smartwatches, and earbuds must also be stored in a backpack.

Consequences for Cell Phone and/or Electronic Device Violations

- 1st Offense: No parent/guardian notified, student picks up phone at end of the day.
- 2nd Offense: Parent/Guardian notified and student picks up at the end of the day.
- 3rd Offense: **Skyward referral written for electronic device violation.** Parent/Guardian notified and must pick up the device at their convenience. Family, student, school administrator conference is required.
- 4th Offense: Parent/Guardian notified, meeting with a school administrator is required. Cell phone is no longer permitted at school or a plan is in place for the student to turn in the phone at the office at the start of each day.

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 or 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 Procedures

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 and may affect a student's overall grade. 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 official grade reports shortly after the end of each trimester. These reports are mailed home each trimester. Additionally, students receive monthly 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 a student leaves the classroom during class time, they must have a hall pass. If they are stopped in the hall by a staff member and do not have a pass, they will be expected to return to class. If they will be leaving class they will be required to sign out when they leave and when they return.

Health & Accidents

The school attempts to protect the health of students at all times. If a student is ill or has an accident during the school day, the student should speak to the teacher or adult who is responsible for them at that time of the incident. The staff member will send the student 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 & Found

Lost articles may be claimed upon proper identification in the office. It is recommended that all articles of clothing and **all possessions clearly marked** with the student's 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.
- Students should keep hands, feet, objects and food to themselves.
- Have an ASB card or PIN number ready.
- Money may be deposited to a student's account at the food service office or ASB office.
- Refrain from loud talking or screaming while eating.
- In order to be dismissed for the lunch break activity, each table must be cleaned and wiped down and each area cleaned up of all trash.

- 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.
- Dropped or spilled food must be cleaned up by the student or the custodian can be asked to help if the mess is larger.

Reduced & 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.

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.

What is appropriate for school:

- High Fives
- Quick Hugs
- Handshakes
- Hand Holding
- Friendly words of affection
- Walking arm-in-arm

What is not appropriate for school:

- Long affectionate hugs
- Cuddling/Nuzzling
- Canoodling
- Sitting on lap/legs
- Hands on legs under tables
- Kissing
- Making out
- Caressing

Refusal to Identify Oneself 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 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 Use of School Telephone

Students staying for after school activities should make arrangements for transportation in advance. Unless it is an emergency, we request students not to use the school's 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/guardian, 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 NOT be assigned their own individual Chromebook. Instead, teachers will have a classroom set of chromebooks that are used in each classroom. Students cannot remove chromebooks from classrooms. We will still track which chromebook students are using in each classroom and if a student causes damage to a chromebook, families will be responsible for the cost to repair or replace the chromebook.

All students will be required to submit an Acceptable Use Agreement to use a Chromebook.

The following are expectations for Chromebook use:

- Use the assigned Chromebook in each classroom.
- Handle with Care
 - Carry Chromebook with two hands or in a case.
 - Never throw, drop, or leave it on the floor, furniture, etc.
 - Keep food and drinks away.
- Use it for School Work
 - Use Chromebook for classwork, research, and assignments.
 - Avoid games, social media, or unrelated videos during school unless a teacher gives permission
- Keep it Secure
 - Never share a password.
 - Do not change settings, backgrounds, or install extensions unless approved.

- Respect Digital Etiquette
 - Use appropriate language and tone in all online communication.
 - Follow your school's Acceptable Use Policy at all times.
- Follow Teacher Directions
 - Only use your Chromebook when and how your teacher allows.
 - Close your device when asked. Pay attention to instruction
- Lost or Damaged Chromebooks
 - Intentional/Unintentional damage will result in fines or restricted use.
- 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. 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 classes.

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.

General Dress Standards Expectations

- 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/guardians and students will be invited to meet with administrators to plan for future success.

ATTENDANCE & TARDY POLICIES

Good school attendance is extremely important for students to benefit fully from their school experience and one of the most important predictors of student success according to research.

Board Policy References

Compulsory Attendance: 3121

Excused and Unexcused Absences: 3122

Excused Absences

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

It is the student's 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 Absences

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

There are bells that signify the start of each class period. Students are considered tardy if they are not in class when the bell rings. Please note that tardy policies could vary slightly by teacher. For example, one

teacher may require students to be seated by the time the bell rings and others might just want students in the room when the bell rings. Students should check with their teachers.

5 tardies in a Trimesters = Skyward referral and lunch detention

If the problem persists, a plan of action will be made for specific circumstances. The plan could include one or more of the following:

- Continued lunch detentions
- Signing a tardy agreement
- Community service
- Parent/Guardian and administrator conference
- ISS (In-school-suspension)
- Staff escort between and/or during classes
- Modified passing period

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 school issued Chromebook and charger to the front office to avoid fines.
- 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.

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.

STUDENT ACTIVITIES & ASB

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, a 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 choose to attend the “Move-up” ceremony and 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 & Participation

CMS student athletes will follow Centralia School district co-curricular activities code.

CMS DISCIPLINE POLICY

Board Policy No. 3240 addresses issues involving disciplining students at CMS

Discipline Philosophy

Students are expected to positively contribute to our 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.

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 & 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

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	Fighting/Violence/Assault w/no injury *
Physical contact	Alcohol/Drugs/Tobacco/Vaporizer, etc.*
Forgery	Possession of drug paraphernalia*
Contributing to conflict	Gang-related behavior (see RCW below)
Danger to self or others	Harassment/Intimidation/Bullying
Possession of stolen property	Defiance of school personnel
Inappropriate language (profanity)	Destruction of property
Leaving school grounds	Pornography
Failure to cooperate	Lewd behavior
Public display of affection	False alarm (i.e. bomb threat, etc.) *
Multiple minor incidents	Theft

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.

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*	Possession of stolen property
Assault with injury, bodily fluids, or weapons*	Possession of a weapon or facsimile*
Bomb threat, false fire alarms, firecrackers*	Robbery/Breaking and Entering
Bring any substance claiming that it is a drug*	Trespassing
Threats of physical aggression towards a staff member or volunteer*	
Causing intentional and substantial damage or destruction to property	
Possession, or distribution of drugs* (including prescription & over the counter medication)	

It will be at the discretion of the Principal or Assistant 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/guardians will be contacted and notified of the student's dismissal immediately.
- A parent/guardian 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.
- Some out-of-school suspensions will also require a parent/guardian/student meeting with the district Superintendent.

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.

PARENT'S 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 POLICY

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**.

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 or 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

Centralia High School

813 Eshom Road, Centralia, WA 98531-1599

360.330.7605 (office); 360.330.7613 (fax)

<https://chs.centraliaschooldistrict.org> (web)

A L M A M A T E R

**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.

F I G H T S O N G

**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.

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BELL SCHEDULES

REGULAR	
WARNING BELL	7:35
1 ST Period	7:40-8:35
2 nd Period	8:40-9:35
3 rd Period -- Study Hall (unclaimed students remain in 2 nd period classroom)	9:42-10:05
4 th Period	10:10-11:05
5 th Period / 1 st Lunch	
Lunch	11:05-11:35
Class	11:40-12:35
5 th Period / 2 nd Lunch	
Class	11:05-12:05
Lunch	12:05-12:35
6 th Period	12:40-1:35
7 th Period	1:40-2:35

Monday Activity Schedule	
WARNING BELL	7:35
1 st Period	7:40-8:25
2 nd Period	8:30-9:15
3 rd Period -- Club Time (unclaimed students remain in 2 nd period classroom)	9:15-9:35
4 th Period	9:40-10:20
5 th Period	10:25-11:05
6 th Period	11:10-11:50
7 th Period	11:55-12:35
Lunch	12:35-1:05
Buses Leave	1:10

EARLY RELEASE (WEDNESDAY – NO CLUB/STUDY HALL)	
WARNING BELL	7:35
1 ST Period	7:40-8:25
2 nd Period	8:30-9:15
3 rd Period	9:20-10:05
4 th Period	10:10-10:55
5 th Period	11:00-11:45
6 th Period	11:50-12:35
Lunch	12:35-1:05

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
Eva James	Dean of Students	6350	ejames@centralia.wednet.edu
Lowye Chapman	G.O. Center Secretary / Discipline	6298	lchapman@centralia.wednet.edu
Hannah Delair	ASB Secretary	6129	hdelair@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@centralia.wednet.edu
Carissa Kaut	K-12 Athletic Coordinator	6300	ckaut@centralia.wednet.edu

ATTENDANCE OFFICE / DETENTION

NAME	POSITION	EXT	EMAIL
Alexis Smith	Attendance Secretary	6103	asmith@centralia.wednet.edu

CAREER CENTER

NAME	POSITION	EXT	EMAIL
Richard Sanchez	Career Center Coordinator	6016	rsanchez@centralia.wednet.edu

COUNSELING CENTER

NAME	POSITION	EXT	EMAIL
Marilyn Haskins	Counseling Secretary	360-827-7609	mhaskins@centralia.wednet.edu
Mikaela Gronseth	Counselor	360-827-6259	migronseth@centralia.wednet.edu
Rose Waterfield-Taylor	Counselor	360-827-6308	rwaterfield@centralia.wednet.edu
LeighAnne Eiland	Graduation Success	360-827-6309	leiland@centralia.wednet.edu
Margie Weaver	Counselor	360-827-6273	mweaver@centralia.wednet.edu
Tina Christenson	Registrar	360-827-6261	tchristenson@centralia.wednet.edu

STUDENT SUPPORT

NAME	POSITION	EXT	EMAIL
Ashley Myers	Student Support	6136	amyers@centralia.wednet.edu
June Lee	Student Support	6037	jlee@centralia.wednet.edu
Jared Patton	Student Support	6136	jpatton@centralia.wednet.edu

LIBRARY/TEXTBOOK CHECK-OUT

NAME	POSITION	EXT	EMAIL
Kelsi Mack	Library Tech	LIB	kmack@centralia.wednet.edu

NURSING OFFICE

NAME	POSITION	EXT	EMAIL
Maddie Martin	School Nurse, RN	A124	mmartin@centralia.wednet.edu

SCHOOL PSYCHOLOGIST

NAME	POSITION	EXT	EMAIL
Alivia Kremer	School Psychologist	A 119	akremer@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
Barret Daniels	Special Education	107	6030	bdaniels@centralia.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

NAME	PROGRAM/POSITION	RM	EXT	EMAIL
Phaedra Hazelton	Math	306	6133	phazelton@centralia.wednet.edu
Zack Hemond	Science	102	6149	zhemmond@centralia.wednet.edu
Josh Mattison	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	bmgray@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
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
Moon St. Clair	Paraeducator	215	6163	mst.clair@centralia.wednet.edu
Casey Thorpe	Credit Retrieval	216	6027	cthorpe@centralia.wednet.edu
Josiah Thurston	English	210	6051	jthurston@centralia.wednet.edu
Brian Taylor	Welding Instructor	317	6169	btaylor@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	dwittlake@centralia.wednet.edu

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:

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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
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Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
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- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

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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.

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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. Esto 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.

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'.

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 and Class Officers are required to follow and sign the Activities/Athletics Code. (Reference: SB Policy 3510 Associated Student Bodies)

President	Sawyer Sexsmith
Vice President	Sydney Styger
Secretary	Elizabeth Snell
Treasurer	Miakoda Sanchez
Historian	Colt Hume
Activities Coordinator	Corbyn Ross
Social Media Coordinator	Abigail Webley
Running Start Rep	Lua Hudson
School Board Reps	Madelyn Ahern, Aniela Gunn, Becca Jones

President Cieana Arelong
Vice President Lilian Jensen
Secretary..... Alyssa Hicks Avron
Treasurer..... Benito Esclara
Historian..... Ebeni Ramirez

President Lilly Ashmore
Vice President Devin Burton
Secretary..... Ava Horst
Treasurer..... Caden Hackett
Historian..... Paul Guthrie

President Maliyah Popoca
Vice President Paulette Cardiel
Secretary..... Samantha Zuniga
Treasurer..... Rachel Meade
Historian..... Avery Ashmore

President Kevin Ayala
Vice President Sawyer Panteleeff
Secretary..... Lucy Lennox
Treasurer..... Julia Johnson
Historian..... Mila Pelesky

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 9 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*)

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. 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.
2. 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.
3. 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	
1 st Offense	Verbal Correction and/or Written notice
2 nd Offense	Loss or Parking Privilege or Lunch Detention (Call Parents)
3 rd Offense	Problem Solving Conference or Loss of Privilege (school year)
4 th 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 2026-2027 & KEY DATES

DATE	CALENDAR EVENT
September 1	First Day of School
September 4	No School
September 7	No School – Labor Day
October 15-16	No School – Conferences
November 11	No School Veteran's Day
November 25	Two Hour Early Release
November 26-27	Thanksgiving Break
November 30	No School – Trimester Break
December 18	Two Hour Early Release
Dec. 21 – Jan. 1	Winter Break

DATE	CALENDAR EVENT
January 18	No School – MLK Jr. Day
February 15	Presidents' Day
March 15	No School – Trimester Break
April 1-2	Spring Conferences - No School
April 5-9	No School – Spring Break
May 31	Memorial Day
June 8	FHS
June 11	CHS Graduation
June 15	Last Day of School - Half Day

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.

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 set up 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 through the Attendance Office prior to leaving campus.** Students who are not checked out through the Attendance Office will be considered truant. (Refer to the truancy in the discipline section of this handbook.)

CLOSED CAMPUS

CHS is a closed campus, meaning that students are not allowed to leave the campus during lunch time. Students may be called out by their parents during lunchtime if the front office is notified by the parent, by telephone no later than 10:00 am.

(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)*

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 by the trimester change deadline (posted in the counseling center). 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 who 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

Josue Lowe is the district Coordinator for McKinney Vento Homeless 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 parents or guardians; 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 a 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 the 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:

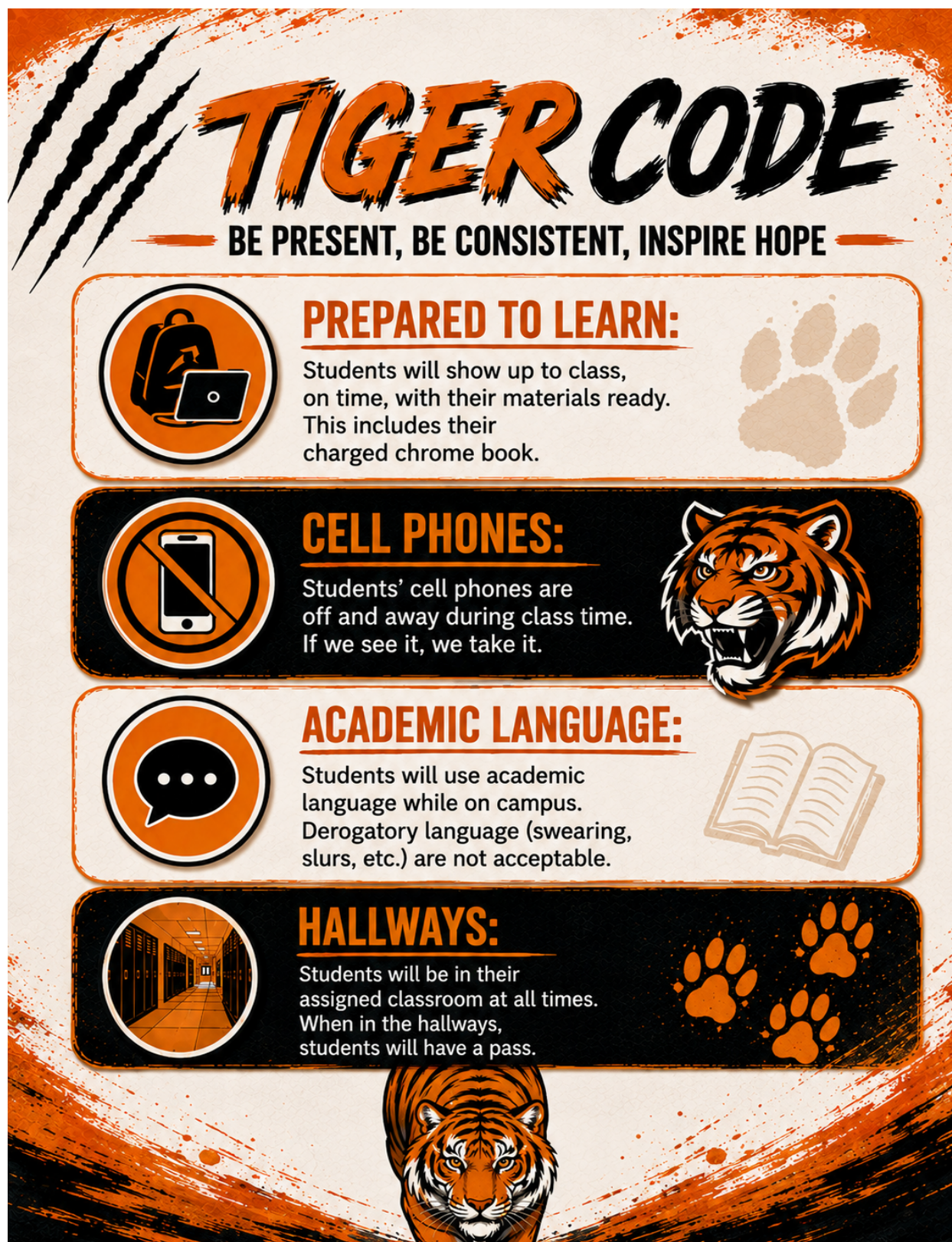
- Four years of continuous membership in vocal music courses at high school level,
- participation in at least three solo contests, with ratings of excellent or better as a soloist or small ensemble member
- Held a leadership role in a choir class
- Near-perfect attendance in class and at all performances
- 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.

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*)



TIGER CODE

BE PRESENT, BE CONSISTENT, INSPIRE HOPE



PREPARED TO LEARN:

Students will show up to class, on time, with their materials ready. This includes their charged chrome book.



CELL PHONES:

Students' cell phones are off and away during class time. If we see it, we take it.



ACADEMIC LANGUAGE:

Students will use academic language while on campus. Derogatory language (swearing, slurs, etc.) are not acceptable.



HALLWAYS:

Students will be in their assigned classroom at all times. When in the hallways, students will have a pass.



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 students, 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 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.
	A 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 school's 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:

	Students 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.
	Students may receive an F for the course that trimester if the cheating or plagiarism occurred in the same class during the same trimester. If 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 10:00 to excuse 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 the church.

CLOSED CAMPUS VIOLATIONS- Possible Consequences may include:

	2 lunch detentions
	1 week of lunch detentions
	Administrative decision

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 students 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:

	Students are reminded of the agreement and parent/guardian may be contacted. A student will lose his/her account for one week. Depending on the offense, additional consequences may be applied.
	A student will lose his/her account for 1 month. Parents or guardians will be notified.
	A student will lose his/her account for the remainder of the school or permanently. Parents/guardians 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
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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:

- Students 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.

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.

- 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.

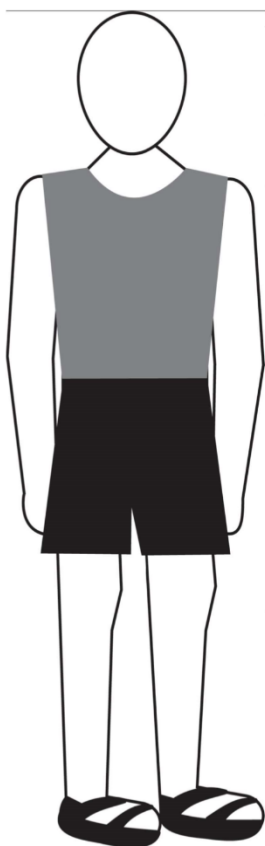
- Legs:** Shorts, skirts and Dresses must be longer than mid-thigh. Undergarments must be covered.

- 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.



- 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.

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. If the student violates the cell phone policy, the student will turn their phone over the staff. The phone will be held in the GO Center until the end of the school day.
2. Students who repeatedly violate the cell phone policy will have escalated consequences, including requiring parents/guardians to pick up their cell phone.

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:

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|---|--|
|  | 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:

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|  | Short-term suspension to emergency expulsion. Possible referral to law enforcement. |
|  | Long-term suspension to emergency 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. 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:

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|  | Depending on severity of the offense, action may range from detention to expulsion |
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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:

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|---|---|
|  | 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:

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|  | Administrative decision – Depending on severity of the offense, action may range from detention to expulsion |
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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 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:

Action may range from detention to expulsion

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:

Action may range from detention to expulsion

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:

- Students 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.

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 trancies will have additional consequences as defined by RCW 28A.225, commonly called the “Becca Bill.” Trancies 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
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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
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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.
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- 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 the 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 a 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/CLUB MEETING REQUIREMENTS**

ACTIVITIES ADVISORS 2023-2024	
ORGANIZATION	ADVISOR(S)
Seniors – Class of 2027	Levi Rodriguez
Juniors – Class of 2028	Brandon Lewis
Sophomores – Class of 2029	Ashley Myers
Freshmen – Class of 2030	Danika Demonbun
Annual/Yearbook	Levi Rodriguez
Art Club	Avery McLeod
ASB Government	James Segura
Band Club	Louie Blaser
Bowling Club	
Choir Club	Josh Mattison
FBLA	Lisa Mack
FCCLA/Tiger Cubs Club	Christina Dichoso
FFA	Kendra Meek
Gay Straight Alliance	Kelsi Mack
National Honors Society	Teresa Ramirez & Sarah Dulin
Photo Club	Pete Kendall
SkillsUSA Metals	Brian Taylor
SkillsUSA Woods	Mitchell Smith
Sports Medicine Club	Stephanie Durbin
Link Crew	June Lee

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.

CHS ATHLETICS

FALL SPORTS		
SPORT	START DATE	HEAD COACH
Football	August 19, 2026	Tyler Gedney
Boys' Golf	August 24, 2026	Trent Henning
Boys' Tennis	August 24, 2026	Keith Hopkins
Girls' Soccer	August 24, 2026	Luis Magana
Girls' Volleyball	August 24, 2026	Marti Smith
Cross Country	August 24, 2026	Ryan Stockdale
Girls' Swimming	August 24, 2026	Chie Bringman
Fall Cheerleading	August 24, 2026	Mikay Bundy Trana

WINTER SPORTS		
SPORT	START DATE	HEAD COACH
Boys' Basketball	November 16, 2026	Tyler Ashmore
Girls' Basketball	November 16, 2026	Austin Danielson
Boys' Wrestling	November 16, 2026	Scott Phillips
Girls' Wrestling	November 16, 2026	Scott Phillips
Winter Cheerleading	November 16, 2026	Mikay Bundy Trana
Girls' Bowling	TBD	

SPRING SPORTS		
SPORT	START DATE	HEAD COACH
Girls' Golf	March 1, 2027	Hal Gronseth
Track	March 1, 2027	Tim Penman
Boys' Baseball	March 1, 2027	TBD
Boys' Soccer	March 1, 2027	Noel Vasquez
Girls' Fastpitch	March 1, 2027	David Orr
Girls' Tennis	March 1, 2027	Scott Snyder

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 Removal: 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 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*)

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 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.

Coversheet

Consideration of Approval of Aya Contract- Nurses

Section:	IX. New Business
Item:	F. Consideration of Approval of Aya Contract- Nurses
Purpose:	
Submitted by:	
Related Material:	Aya Summary Sheet.pdf Aya Contract Nurses.pdf

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 therefore Aya Healthcare, Inc., as one of several staff agencies, found a qualified and suitable candidate for the position of School Nurse(s).

FISCAL IMPACT:

\$264,000 for two full-time nursing positions (based on anticipated hours and number of current students)

BUDGET SOURCE:

2100- State Special Education (50%)

0100- General Education (50%)

DATA SOURCES:

Student enrollment and health needs.

SUBMITTED BY:

Tammie Jensen-Tabor

RECOMMENDED ACTION:

Board approval

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

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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 or 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.

Supplemental Staffing Provider Agreement (Education)

- 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:

Supplemental Staffing Provider Agreement (Education)

<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,

Supplemental Staffing Provider Agreement (Education)

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

Supplemental Staffing Provider Agreement (Education)

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.) 12649 "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: 
Name: Tammie Jensen-Tabor
Title: Executive Director of Special Services
Date: 3-30-2022

By: 
Name: Peter Kaufman
Title: EVP, Enterprise Services
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

Tiffany N Rhodes

11445 wenger rd Anna OH 45302
937 - 419 - 9450
billing.6@wright.edu

NEW OR EXISTING
NEW

PROFESSION
Registered Nurse

ASSIGNMENT

Centralia School District

School - RN
8/24/2026 – 6/15/2027
Monday – Friday.
8:00am – 4:00pm (30-minute unpaid lunch)
Total of 37.5 billable hours per week

TIME OFF

Centralia School District Calendar for 26-27 SY

OTHER DETAILS

- Tiffany would start paid onboarding/training on August 24th – August 27th. The first day of school is 9/1/26.

RATE (PER HOUR)

\$95.00

SIGNATURES

Yoni Levinger 8/7/2026

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).



WORK ORDER CONFIRMATION

CANDIDATE

Madelynn Martin

8006 Tuscarora Trail B Austin TX 78729
512 - 966 - 1296
maddiemack87@gmail.com

NEW OR EXISTING

NEW

PROFESSION

Registered Nurse

CURRENT ZIP CODE

78729

ASSIGNMENT

Centralia School District

School - RN
8/24/2026 – 6/15/2027
Monday – Friday.
8:00am – 4:00pm (30-minute unpaid lunch)
Total of 37.5 billable hours per week

TIME OFF

Centralia School District Calendar for 26-27 SY

OTHER DETAILS

-

- * Madelynn would start paid onboarding/training on August 24th – August 27th. The first day of school is 9/1/26. *

RATE (PER HOUR)

\$95.00

SIGNATURES

Yoni Levinger 7/27/2026

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).

Coversheet

Consideration of Approval of 2026-27 Salary Schedules

Section:	IX. New Business
Item:	G. Consideration of Approval of 2026-27 Salary Schedules
Purpose:	
Submitted by:	
Related Material:	Board Meeting Summary - 26-27 Salary Schedules PT FT PSE.docx.pdf Full-Time Teamsters 26-27 Salary Schedule.pdf Part-Time Teamsters 26-27 Salary Schedule.pdf Public School Employees 26-27 Salary Schedules.pdf Non Represented 26-27 Salary Schedule.pdf Nurse & LPN 26-27 Salary Schedule.pdf

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT:

2026-2027 Salary Schedules for Part Time Teamsters, Full-Time Teamsters, Non-represented, Nurses & LPN, and Public-School Employees (PSE).

BACKGROUND:

Each year the School Board approves salary schedules. The salary schedule increases shown are based on the terms agreed upon through previously bargained collective bargaining between the District and the bargaining units.

RATIONALE:

26-27 Public School Employee Salary: 4% inclusive of IPD as bargained in 2024

26-27 Full-Time Teamsters: 2.6% IPD as bargained in 2025

26-27 Part Time Teamsters: 2.6% IPD as bargained in 2025

26-27 Nurses/LPN: 2.6% IPD

26-27 Non-Represented: 2.6% IPD

FISCAL IMPACT:

The increase in salaries that were budgeted for 2026-27 contract year.

BUDGET SOURCE:

Multiple

DATA SOURCES:

Inflationary Price Deflator (IPD); OSPI; Joe Vetter, Executive Director of Financial Services; Teamster and PSE CBAs.

SUBMITTED BY:

Samantha Mitchell, Executive Director of Human Resources

Joe Vetter, Executive Director of Fiscal Services

RECOMMENDED ACTION:

Approval of the Salary Schedule

Centralia School District
2026-27 Full-Time Teamsters Salary Schedule

Centralia FTT**Computer Tech 2**

	Step	1	2	3	4	5	6
2026-27		\$39.73	\$40.92	\$42.15	\$43.42	\$44.72	\$46.06

Computer Tech 1

	Step	1	2	3	4	5	6
2026-27		\$35.93	\$37.01	\$38.12	\$39.26	\$40.44	\$41.65

Licensed or Certified Electrician or HVAC

	Step	1	2	3	4	5	6
2026-27		\$34.64	\$35.67	\$36.74	\$37.85	\$38.98	\$40.15

Grounds/Maintenance

	Step	1	2	3	4	5	6
2026-27		\$30.31	\$31.22	\$32.15	\$33.12	\$34.11	\$35.13

Head HS Custodian

	Step	1	2	3	4	5	6
2026-27		\$28.42	\$29.27	\$30.15	\$31.06	\$31.99	\$32.95

Head MS Custodian

	Step	1	2	3	4	5	6
2026-27		\$28.08	\$28.93	\$29.79	\$30.69	\$31.61	\$32.56

Head Elem Custodian

	Step	1	2	3	4	5	6
2026-27		\$27.63	\$28.46	\$29.31	\$30.19	\$31.10	\$32.03

Custodian/Security

	Step	1	2	3	3	5	6
2026-27		\$26.57	\$27.37	\$28.19	\$29.03	\$29.90	\$30.80

Custodian Maintenance

	Step	1	2	3	3	5	6
2026-27		\$27.86	\$28.69	\$29.55	\$30.44	\$31.35	\$32.29

Secretary I (formerly Secretary IV)

	Step	1	2	3	4	5	6
2026-27		\$32.49	\$33.47	\$34.47	\$35.51	\$36.57	\$37.67

Secretary II (formerly Secretary I)

	Step	1	2	3	4	5	6
2026-27		\$28.41	\$29.26	\$30.14	\$31.04	\$31.97	\$32.93

Secretary III (formerly Secretary II)

	Step	1	2	3	4	5	6
2026-27		\$26.85	\$27.65	\$28.48	\$29.34	\$30.22	\$31.13

Secretary IV (formerly Secretary III)

	Step		2	3	4	5	6
2026-27		\$26.09	\$26.88	\$27.68	\$28.51	\$29.37	\$30.25

Approved: _____

Centralia School District
2026-27 Part Time Teamsters Salary Schedule

Paraeducators

	Step	1	2	3	4	5	6	7	8	9	10	11
2026-27		\$20.24	\$20.85	\$21.47	\$22.12	\$22.78	\$23.46	\$24.17	\$24.89	\$25.64	\$26.41	\$27.20

Specialists - Sign Language Interpreter/COTA/SLPA/PTA/ - per hour

	Step	1	2	3	4	5	6	7
2026-27		\$35.40	\$36.47	\$37.56	\$38.69	\$39.85	\$41.04	\$42.27

Approved:

Centralia School District
2026-27 Public School Employees Salary Schedule

PSE								
Step:	1	2	3	4	5	6	7	8
2026-27	\$26.89	\$27.70	\$28.53	\$29.38	\$30.26	\$31.17	\$32.11	\$33.07
Secondary Lead								
2026-27	\$25.32	\$26.08	\$26.86	\$27.66	\$28.49	\$29.35	\$30.23	\$31.14
Elementary Lead								
2026-27	\$24.27	\$25.00	\$25.75	\$26.52	\$27.32	\$28.14	\$28.98	\$29.85
Secondary Food Service Worker								
2026-27	\$22.33	\$23.00	\$23.69	\$24.40	\$25.13	\$25.88	\$26.66	\$27.46
Elementary Food Service Worker								
2026-27	\$22.10	\$22.76	\$23.45	\$24.15	\$24.87	\$25.62	\$26.39	\$27.18
Delivery Warehouse								
2026-27	\$26.60	\$27.40	\$28.22	\$29.07	\$29.94	\$30.84	\$31.76	\$32.72
Food Service Secretary								
2026-27	\$24.00	\$24.72	\$25.46	\$26.22	\$27.01	\$27.82	\$28.65	\$29.51
Step:	1	2	3	4	5	6	7	8
Bus Driver						10-14 Yrs	15-19 Yrs	20+ Yrs
2026-27	\$27.98	\$28.82	\$29.69	\$30.58	\$31.49	\$32.44	\$33.41	\$34.41
Bus Mechanic								
2026-27	\$36.24	\$37.33	\$38.45	\$39.60	\$40.79	\$42.01	\$43.27	\$44.57
Assistant Mechanic								
2026-27	\$29.01	\$29.88	\$30.78	\$31.70	\$32.66	\$33.64	\$34.64	\$35.68
Parts Serviceperson								
2026-27	\$26.60	\$27.40	\$28.22	\$29.07	\$29.94	\$30.84	\$31.76	\$32.72
Utility Person								
2026-27	\$26.60	\$27.40	\$28.22	\$29.07	\$29.94	\$30.84	\$31.76	\$32.72
Transportation Secretary/Dispatcher								
2026-27	\$27.81	\$28.64	\$29.50	\$30.39	\$31.30	\$32.24	\$33.21	\$34.20
Bus Monitor								
2026-27	\$20.85	\$21.48	\$22.12	\$22.79	\$23.47	\$24.17	\$24.90	\$25.64
Taxi Rate								
2026-27	\$21.57	\$22.22	\$22.89	\$23.57	\$24.28	\$25.01	\$25.76	\$26.53
Extra Trip Rate								
2026-27	\$24.95							

Bargaining Unit Substitutes will be paid at Step 1, Step 2 or Step 3 depending on experience (Section 17.5)

Approved: _____

Centralia School District
2026-27 Non-Represented Salary Schedule

	1	2	3	4	5	6	7
ACCOUNTS PAYABLE/SUBSTITUTE COORDINATOR							
2026-27	\$30.77	\$31.69	\$32.65	\$33.62	\$34.63	\$35.67	\$36.74
SEC TO T & L							
2026-27	\$31.70	\$32.65	\$33.63	\$34.64	\$35.68	\$36.75	\$37.85
ACCOUNTING ASST							
2026-27	\$31.70	\$32.65	\$33.63	\$34.64	\$35.68	\$36.75	\$37.85
HUMAN RESOURCES SPECIALIST							
2026-27	\$31.70	\$32.65	\$33.63	\$34.64	\$35.68	\$36.75	\$37.85
SEC TO SPECIAL EDUC							
2026-27	\$31.70	\$32.65	\$33.63	\$34.64	\$35.68	\$36.75	\$37.85
SUPERINTENDENT'S ADMIN ASST							
2026-27	\$91,659	\$94,408	\$97,241	\$100,158	\$103,163	\$106,257	\$109,445
HUMAN RESOURCES COORDINATOR							
2026-27	\$91,659	\$94,408	\$97,241	\$100,158	\$103,163	\$106,257	\$109,445
PAYROLL & BENEFITS COORDINATOR							
2026-27	\$91,659	\$94,408	\$97,241	\$100,158	\$103,163	\$106,257	\$109,445
SAFETY & SECURITY COORDINATOR							
2026-27	\$44.07	\$44.51	\$44.95	\$45.40	\$45.86	\$46.31	\$46.78
TR COORDINATOR SPECIALIST							
2026-27	\$73,037	\$75,228	\$77,485	\$79,809	\$82,204	\$84,670	\$87,210

Note 1 - Additional 12 day stipend for the Supt.'s Administrative Asst. (Board Prep & Attendance) and Human Resources Coordinator (Negotiations)

Note 2 - Additional 6 day stipend for the Human Resources Specialist (Negotiations)

Approved: _____

Centralia School District
2026-27 Nurse/LPN Salary Schedule

Position:	School Registered Nurse			per hour		
		Step:	1	2	3	
	2026-27		\$41.50	\$42.74	\$44.03	

Position:	School LP Nurse			per hour		
		Step:	1	2	3	
	2026-27		\$28.97	\$29.84	\$30.73	

Approved: _____
