

# **Hiawatha Elementary**

## **Parent/Student Handbook**

### **2023-24**



HIAWATHA ELEMENTARY SCHOOL  
506 NORTH 7TH AVENUE  
OTHELLO, WA 99388  
TELEPHONE: 509.488.3389  
FAX: 509.488.6784

MR. WILL VON BRACHT — PRINCIPAL

MRS. JESSICA KING - ASSISTANT PRINCIPAL

## [Table of Contents](#)

Hiawatha Mission Statement	3
Hiawatha Vision Statement	3
Hiawatha Expectations: SOAR – Safe, On Task, Always Respectful, Responsible	4
Compact of Shared Responsibilities	5
Welcome to Hiawatha Elementary School!	6
Daily Schedule	6
Breakfast and Lunch Costs	6
Attendance: What we believe	7
Illness	7
Administration of Oral Medications at School	7
Volunteering	8
Visiting School	8
School Safety	8
Arrival and Dismissal	8
Before and After School Policy	9
PBIS and School Behavior Expectations	10
Discipline Policy	10
Othello School District - Elementary Discipline Matrix (Grades K-6)	11
Hiawatha's Behavior Supports and Processes	13
Parent Concerns	15
Student Cell Phones	15
District Graffiti Policy	15
OSD Harassment, Imitation and Bullying Policy	16
OSD Sexual Harassment Policy	18
OSD Weapons Policy-Othello School District No Tolerance Weapons Statement:	19
OSD Student Conduct on Buses	19
OSD Computer/Internet and Network Use	21
OSD Student Network Code of Conduct	21
OSD Technology- Acceptable Use Policy	22
OSD Tobacco Policy	24
2023-24 Hiawatha Map	25
2023-24 Othello School District Calendar	26

## Hiawatha Mission Statement

*Working together to become successful and responsible learners for life.*

## Hiawatha Vision Statement

*As part of the Othello School District, at Hiawatha we create and cultivate a safe environment of respect and rapport, where instruction is intentional, engaging, challenging, and accessible for all students.*

## Hiawatha Core Values

- *We believe Hiawatha students are motivated, diverse learners.*
- *We know all students bring individual strengths.*
- *We engage in professional growth.*
- *We ensure quality instruction for all students.*
- *We create positive relationships with students and colleagues.*
- *We build strong partnerships with Hiawatha families and our community.*



## **Hiawatha Expectations: SOAR – Safe, On Task, Always Respectful, Responsible**

### **Thunderbird Expectations**

<b>School-Wide Expectations</b>	<b>Cafeteria</b>	<b>Hallways</b>	<b>Bathrooms</b>	<b>Playground</b>
Safe	<ul style="list-style-type: none"> <li>-Stay on black line</li> <li>-Hold tray correctly</li> <li>-Stay seated</li> <li>-Report spills</li> </ul>	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Keep hands and feet to yourself</li> <li>-Eyes forward</li> </ul>	<ul style="list-style-type: none"> <li>-Wash hands with soap</li> <li>-Keep your hands to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>-Hands and feet to self</li> <li>-Walk on the sidewalks</li> <li>-Use equipment correctly</li> </ul>
On Task	<ul style="list-style-type: none"> <li>-Eat your lunch</li> <li>-Always have utensils</li> <li>-Raise your hand if something is needed</li> </ul>	<ul style="list-style-type: none"> <li>-Walk in a Hiawatha Line</li> </ul>	<ul style="list-style-type: none"> <li>-Use time wisely</li> <li>-Be quick</li> </ul>	<ul style="list-style-type: none"> <li>-Line up when the whistle blows</li> <li>-Follow Hiawatha game rules</li> </ul>
Always Respectful	<ul style="list-style-type: none"> <li>-Follow directions the first time.</li> <li>-Level 2 Voice</li> <li>-Say - "Thank You, Please, and Excuse Me."</li> </ul>	<ul style="list-style-type: none"> <li>-Respect learning in other classrooms</li> <li>-Use a level 1 voice</li> </ul>	<ul style="list-style-type: none"> <li>-Keep it clean</li> <li>-Give others privacy</li> </ul>	<ul style="list-style-type: none"> <li>-Take turns and share</li> <li>-Treat others the way you want to be treated.</li> <li>-Use kind words.</li> </ul>
Responsible	<ul style="list-style-type: none"> <li>-Keep your area clean</li> <li>-Walking Feet</li> <li>-Place all trash in the garbage can</li> </ul>	<ul style="list-style-type: none"> <li>-Walk on the right side.</li> <li>-Last person shuts the door.</li> <li>Go directly to where you are supposed to be.</li> </ul>	<ul style="list-style-type: none"> <li>-Toilet paper in the toilet</li> <li>-Flush toilet</li> <li>-Report messes</li> </ul>	<ul style="list-style-type: none"> <li>-Ask to use the restroom</li> </ul>



## **Compact of Shared Responsibilities**

### **Hiawatha Elementary**

### **Othello School District**

Students, parents, and staff members share the responsibility for student learning. By reading and signing this compact, everyone contributes to each student's success.

I, \_\_\_\_\_ commit to do my best to support learning and achievement. As a student at Wahitis Elementary, I am Responsible for:

- ☐ following the expectations of my school and classroom
- ☐ always putting forth my best effort
- ☐ asking for help when I need it
- ☐ communicating with my family and school about academic, personal, and social issues
- ☐ Be responsible by completing and turning in assignments

Student Signature \_\_\_\_\_

I, \_\_\_\_\_ commit to do my best to support learning and achievement.

As a parent I will positively support my child's education by:

- ☐ reinforcing school and classroom expectations
- ☐ attending parent conferences and other school activities
- ☐ communicating with my child and school about academic, personal, and social issues
- ☐ inform school of any address or phone number changes

Parent Signature \_\_\_\_\_

I, \_\_\_\_\_ commit to do my best to support learning and achievement.

As an educator I will:

- ☐ provide a safe and welcoming learning environment that treats parents and students with respect
- ☐ keep up with current research on educational practices in order to make decisions that are best for students
- ☐ Be available before and after school to communicate with students and parents about academic, personal, and social issues that impact student's success
- ☐ Monitor Student Progress toward their goal

Educator Signature \_\_\_\_\_

## **Welcome to Hiawatha Elementary School!**

We are here to provide the best possible learning experience to meet your child's individual needs.

We believe that we are partners with you in educating your child. Your opinions and suggestions are always welcome. Teachers are available before and after school to speak with you. Principals' doors are always open to students, parents, and members of the community. We encourage you to call, write, or come in person to discuss any educational concerns or ideas. To ensure adequate time, please call **509-488-3389** to make an appointment.

We understand that your time is very valuable, however, we would appreciate your participation in school activities as much as possible during the school year.

## **Daily Schedule**

### **Late Start (Monday) \*\*\*All Mondays except for the week of Thanksgiving Break**

9:55	Classroom doors open for students
10:00	Classes begin *Students arriving after <b>10:00</b> must go to the office for a tardy slip
3:20	School ends

### **Regular (Tuesday-Friday)**

8:00	Teacher Start Time
8:25	Classroom Doors Open for Students
Varied	Breakfast After the Bell
8:30	Classes begin *Students arriving after <b>8:30</b> must go to the office for a tardy slip
3:20	School ends

### **Lunch/Recess (Monday-Friday)**

11:05-11:25	Lunch for Kindergarten	Recess 11:25-11:45
11:30-11:50	Lunch for 1st grade	Recess 11:50-12:10
11:10-11:30	Lunch for 2nd grade	Recess 11:30-11:50
11:15-11:35	Lunch for 3rd grade	Recess 11:35-11:55
11:35-11:55	Lunch for 4th grade	Recess 11:55-12:15
11:45-12:05	Lunch for 5th grade	Recess 12:05-12:25
11:55-12:15	Lunch for 6th grade	Recess 11:35-11:55

### **Breakfast and Lunch Costs**

This year, the Othello School District is offering **free lunch** to all students K-12.

### **School Lunch OR Home Lunch: Not both**

Students may choose to either eat lunch made in the school kitchen or to bring lunch from home. However, due to state and federal regulations with the school lunch programs, students who get lunch from the school are not allowed to also bring "extra" food from home. Students who bring lunch from home are not allowed to purchase school lunch, with the exception of one carton of milk. Students are not allowed to give/share food to other students or trade food.

### **Students Going Home for Lunch**

If a student plans to go home for lunch during the school year, we will need a note signed by the parents or guardians giving him/her permission to do so. If your child goes home every day you can send one note covering the entire school year, and we will keep it on file. Students will not be allowed to leave the school grounds without a permission slip. Students going home must sign out in the office before leaving the school grounds and sign in when they return to school.

## **Attendance: What we believe**

The most important thing is that our students learn every day. Their attendance and coming to school on time are of the utmost importance. Our teachers are here to help every student, in every situation, every day. Students and parents need to also do their part to make sure students are coming to school ready.

### **Attendance Policy**

State law requires that schools inquire about every absence. Hiawatha Elementary requests either a note or a telephone call from the parent or guardian when a child is absent (Rosa Salas @ 509-488-3389 Ext 5004). If a call or note is not communicated to the school, the absence will be considered unexcused. Regular attendance is essential for successful progress in your child's education. Your child should be in school every day that he/she is physically able. The law (RCW 28A.225.020) requires that the school conference with the parent(s)/guardian after two unexcused absences in a month. A petition will be filed with the Juvenile Court when a fifth unexcused absence in one month and/or a tenth in a school year occurs.

#### **Absences are excused for the following:**

- Illness, health condition, family emergency or religious purposes/instruction
- School approved activities
- Family emergencies
- Absence directly related to homeless status
- Absence resulting from disciplinary actions
- Court, judicial proceeding
- Activities pre-approved by the principal, which do not adversely affect the student's educational progress

## **Illness**

Your child will be sent to the health room if they become ill at school. Parents will always be notified if the situation needs further medical attention. **Make sure the office has a current EMERGENCY NUMBER when parents cannot be reached.** It is also important that the office be made aware of any unusual medical situations.

## **Administration of Oral Medications at School**

It is the policy of our school district that medications will only be administered when the failure to receive the medication may result in the student being unable to attend school and/or to be well enough to participate in learning activities. We define medication to mean all medicine, whether prescription or over-the-counter which includes aspirin. Children are not permitted to carry any type of medication to or from school or have any at school. Also, medication must be brought to the office by the parent, never left in the classroom on the teacher's desk, or in the student's lunchbox or backpack. **The district must also require you to supply written, current and unexpired instructions from a physician or dentist and the medication must be in the original container.** If your child must take medication of any kind, the form is available in the office for you and your physician to complete.

## **Volunteering**

Please call us or stop by if you are willing to volunteer in our school. We always need parents, grandparents, and community members to assist our children in reading one-on-one, doing hands-on activities, chaperoning field trips, assisting in fundraisers, and much more. If you are interested in volunteering, please stop by the office and complete the **Volunteer Clearance Form**. **For the safety of all children, ALL volunteers must be cleared through the Washington State Patrol before working with students.**

Prior to volunteering in a classroom, parents must speak with the teacher to discuss their role, length of visit, and any additional information that will empower the parent to support the teacher and students during instruction. We hope to see you here!

## **Visiting School**

Please feel free to visit the school at any time. To assure you are directed to the proper area, and to also help us keep track of the visitors at our school, **all visitors must have identification and will check in with the office** before going to a classroom, the cafeteria or the playground.

## **School Safety**

Othello School District takes school safety seriously. Our Safe Schools Initiative incorporates the elements of Positive School Culture, Staff Training, Functional Exercises, Physical and Digital Safety Protocols and Emergency Response Measures. We are being intentional in regards to identifying who is on our campuses. All visitors will be identifiable by a temporary ID badge and staff will wear their ID and/or uniform. All classrooms and exterior doors will be locked. Staff are asked to 'Say Something, if they See Something' from suspicious behavior to unidentified persons and unidentified packages. Only by working together can we create a safe environment for our students and our future.

## **Arrival and Dismissal**

At Hiawatha Elementary, student safety is a priority. Hiawatha's Safety Plan includes a policy to help ensure the safety of all students, families, and visitors to the school as they enter or depart from the parking lot and load/unload zone.

One of the busiest times of the day on our campus is the arrival and dismissal of over 600 students. Hiawatha staff members monitor student safety and traffic flow during these times. We need YOU to help us keep the students safe and traffic flowing smoothly. We want to stress the need for everyone to pay attention to our student safety patrol and crossing guards, as they direct student and vehicle traffic.

### **ARRIVAL**

<b>Travel Mode</b>	<b>Procedure</b>	<b>Time</b>
Walk	Arrive staggered.	8:20-8:30 a.m.
Bike	Arrive staggered.	8:20-8:30 a.m.
School Bus	Arrive at designated time	8:05 a.m.
Family Vehicle	Arrive staggered. Tardy at 8:30 a.m.	8:20-8:30 a.m.

### **DISMISSAL**

<b>Travel Mode</b>	<b>Procedure</b>	<b>Time</b>
Walk	Dismissed by homeroom teacher and directed by safety patrol.	3:20 p.m.



Bike	Dismissed by homeroom teacher and directed by safety patrol.	3:20 p.m.
School Bus	Students are released to their designated areas based on grade.	3:30 p.m.
Family Vehicle	Dismissed when visible to staff members assisting with dismissal.	3:20 p.m.

### Pick-Up Changes

If you need to make adjustments to how your child will be transported home (bus, walk, parent pick-up) please notify the office no later than **one hour prior to school dismissal**. This allows enough time for the office to communicate clearly with students and teachers.

### Drop Off/Pick Up Zone

If you would like to drop-off/pick-up your student, we have designated a lane in the parking lot as an unloading/loading zone. This lane is intended to keep the traffic flow moving. This lane is for “unloading/loading only,”

### **DO NOT PARK OR LEAVE YOUR VEHICLE UNATTENDED IN EITHER LANE**

#### Once you are in the unloading/loading lane:

- Stop the vehicle in the **RIGHT** lane for students to exit/enter safely.
- Drop off time begins with the arrival of the patrol at 8:15 AM.
- If you are picking up a student after school, remain in your car and form a line in the right lane, along the curb, closest to the entrance of the building.
- Students are to wait for you in the load/unload area in front of the school.
- When the car in front of you exits the right lane, drive forward. This allows waiting cars to enter the right lane and wait for their child or be able to drop off their child.
- Do not leave your car unattended in the load/unload area - you must remain in your car!
- Use the left lane **ONLY** to exit the loop. **DO NOT DROP OFF OR PICK UP YOUR CHILD IN THE LEFT LANE.**

### Parking

If you prefer to park your car, please park in designated parking spots. Do not block a parked car or use the parking lot as a pick up/drop off lane. When exiting the parking lot, please be respectful of other cars and take turns exiting. When walking, we ask that you use the crosswalks and follow the directions of our crossing guards, as it is their duty to help keep the crosswalks safe. Walking between cars creates a highly dangerous environment for children.

Thank you for working in partnership with us in order to keep our students and staff members safe, as well as the traffic in the parking lot flowing smoothly. We hope you will continue to treat our staff and student safety patrol with respect and kindness as they work to keep the Hiawatha parking lot safe. Remember, all it takes is for one person to not follow the drop off/pick up procedure to snarl the traffic flow. Your cooperation is essential to keeping our students and community members safe.

## **Before and After School Policy**

### Before School

- **Please do not send students to school early. However, for students who arrive before 8:20 am, they should go through the front doors of the school and outside to the playground. There will be limited supervision for students who arrive early.** If the weather is extreme, students will be sent to the gym.  
Note: Students are not to be in the office or hallways before 8:25am
- At 8:25, students are to go directly to their classrooms.

## **After School**

- Students are not to congregate in any area of the school, especially in the hallway in front of the office.
- Students are not to roam hallways or classrooms at any time after school.
  - **Parent Pick up:** Students may wait **IN FRONT OF THE SCHOOL** if they need to wait to be picked up, **not** along the bus area pick up on Hamlet.
  - **Bussers:** Students must wait in designated areas. They may not go to other areas without permission.
- In addition to the above, students need permission and a pass from an adult anytime of the day to; go to the office, restroom, leave the playground, go to another classroom, etc. Students must have a permission slip to be in, or walk to an area that he/she is not designated to be in.

## **PBIS and School Behavior Expectations**

Positive Behavior Interventions and Supports (**PBIS**) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. This year Hiawatha will be implementing behavioral supports and social culture for students to improve on-task behavior, increase academic performance, and decrease office discipline referrals, suspensions and detentions, and disruptive behavior.

## **Discipline Policy**

Discipline plans have been developed for all four Othello elementary schools. These plans are frequently reviewed and modified to fit the changing needs of our students. The discipline philosophy of the elementary schools can be best summarized by saying that high expectations are maintained for student behavior, and that staff members work closely with students and parents to develop problem solving and behavior management expectations with students and parents.

The most important aspect of discipline is good home to school communication. The Othello elementary schools' administration feels that it is important to contact parents immediately if a problem exists with a student. We also encourage parents to contact the school when there is a question concerning the discipline being used with their child. Many times with a conference, a more effective approach can be worked out together. Our ultimate goal is to help our children become responsible and independent citizens. Please review the updated discipline matrix to see how building administration will look at each situation intentionally to determine how to best intervene and support your student.

## **Disciplinary Referrals**

Disciplinary Referrals summarize inappropriate behavior and resulting consequences for more serious behavior problems, including those resulting in being placed on the Discipline Matrix. When a student has received a minor referral, the teacher or staff member will fill out a **Minor Offense Referral Form** and the teacher will also notify the child's parents(s)/guardian(s). If there is a pattern of minor behaviors or a major behavior, the teacher will fill out a **Major Offense Referral Form** and send it to the principal/assistant principal for consultation or action. The teacher and/or the principal will also notify the child's parents(s)/guardian(s) and a copy of the referral will be sent home.

## **Discipline for Students with IEPs**

In some special cases, state regulations require that adaptations in disciplinary procedures be made to accommodate students being served under an Individualized Education Plan (IEP). Consequently, discipline for these students may be individualized and unique. The following procedures will take place if a student on an IEP is referred for a long-term suspension (more than 10 days) or has a series of suspensions creating a pattern of exclusion:

- ✓ An IEP team, including Parents, Teachers, and Principal/Assistant Principal will meet to determine whether the misconduct is a manifestation of the disability or due to an inappropriate placement.

- ✓ If it is agreed upon by the IEP Team that the misconduct is a manifestation of the disability or due to an inappropriate placement, the proposed disciplinary action will not take place, and an IEP meeting will be convened to develop an appropriate placement.

If the IEP Team agrees that the misconduct is neither a manifestation of the disability nor due to an inappropriate placement, the proposed disciplinary action may be implemented. An IEP meeting will be convened to determine procedures for serving the IEP during the long-term suspension/expulsion period.

## **Othello School District - Elementary Discipline Matrix (Grades K-6)**

<b>BEHAVIOR</b>		<b>Intervention Ideas</b>	<b>STEP ONE</b>	<b>STEP TWO</b>	<b>STEP THREE</b>	<b>STEP FOUR</b>
<b>L E V E L 1</b>	<ul style="list-style-type: none"> <li>Refusal to cooperate</li> <li>Inappropriate Language, gestures, drawings, use of computers, etc.</li> <li>Truancy and Tardiness</li> <li>Dangerous Behavior</li> <li>Inappropriate Clothing</li> <li>Creating a Disturbance</li> <li>Electronic Devices</li> <li>Throwing items</li> <li>Refusal to work</li> <li>PDA</li> <li>Teasing</li> </ul>	<ul style="list-style-type: none"> <li>Restitution</li> <li>Reteach skill/lesson with counselor</li> <li>Classroom walks with office staff, teachers, and/or administration</li> <li>Loss of recess/lunch</li> <li>Campus clean-up</li> <li>Parent Conference</li> <li>Mini-Courses</li> <li>Clean the classroom</li> <li>Parent Contact</li> <li>Change Seat</li> <li>Apology Letter</li> </ul>	Intervention and/or Restorative Action:      Date: _____ _____  Notes:	Intervention and/or Restorative Action:      Date: _____ _____  Notes:	Intervention and/or Restorative Action:      Date: _____ _____  Notes:	Intervention and/or Restorative Action:      Date: _____ _____  Notes:
	<ul style="list-style-type: none"> <li>Fighting</li> <li>Gang Related Activities</li> <li>Vandalism</li> <li>Theft</li> <li>Harassment, Intimidation, Bullying</li> <li>Assault, Threat of Bodily Harm</li> <li>Flagrant Defiance</li> <li>Lighters/fire starters</li> <li>Severe misuse of computers &amp; electronic devices (i.e. pornography)</li> <li>Public endangerment</li> <li>Repeated Level 1 Offenses</li> </ul>	<ul style="list-style-type: none"> <li>Restitution, as appropriate</li> <li>Parent Conference</li> <li>Campus clean-up</li> <li>Loss of technology access</li> <li>In School Suspension (½-3 days)</li> <li>Short Term Suspension (1-3 days out of school)</li> <li>Mini Courses</li> </ul>	Intervention and/or Restorative Action:      Date: _____ _____  Notes:	Intervention and/or Restorative Action:      Date: _____ _____  Notes:	In School Suspension (1-2 days) and assign a-restorative action:      Date: _____ _____  Notes:	In School Suspension (2-3 days) and assign a-restorative action:      Date: _____ _____  Notes:
	<ul style="list-style-type: none"> <li>Public Endangerment (pulling a fire alarm)</li> </ul>	<ul style="list-style-type: none"> <li>Meeting w/Guardians</li> <li>In School Suspension (½-3 days)</li> </ul>	In School Suspension (1-2 days)	In School Suspension (2-3 days)	Out of School Suspension (1-5 days)	Long-Term Suspension (rest of term)

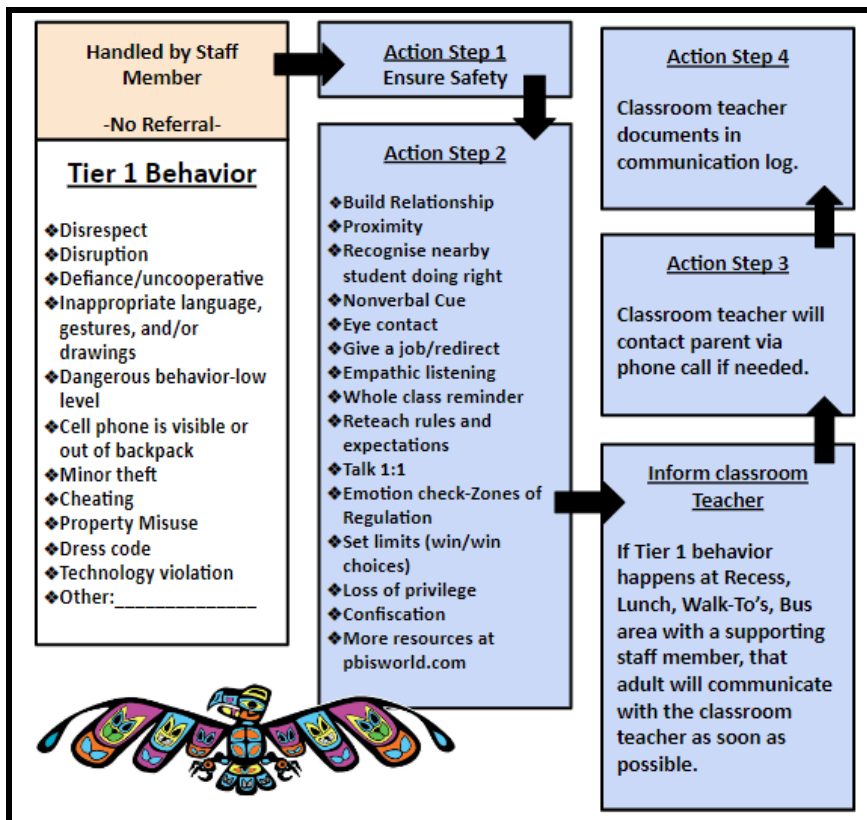
<b>V E L 3</b>	<ul style="list-style-type: none"> <li>Physical/Verbal Abuse of a staff member</li> <li>Possession/Use of Illegal Substance</li> <li>Sexual Harassment</li> <li>Major Theft/ Possession of stolen property</li> <li>Bullying</li> <li>Indecent Exposure</li> <li>Flagrant Disrespect to staff</li> <li>Fighting/Assault</li> <li>Gang Related Offenses</li> <li>Repeated/Severe Level 2 Offenses</li> </ul>	<ul style="list-style-type: none"> <li>Short Term Suspension (1-5 days)</li> <li>Reflection on the impact of your infraction</li> <li>Problem resolution w/victim</li> <li>Mental Health Eval</li> <li>Chemical Dependency Eval</li> <li>ACJC meeting</li> <li>Behavior Contract</li> <li>Re-Engagement contract</li> </ul>	Restorative Action:   Date: _____  Notes:	Restorative Action:   Date: _____  Notes:	Restorative Action:  Date: _____  Re-engagemen t Contract Date:  Notes:	Restorative Action:  Date: _____  Re-engagemen t Contract Date:  Notes:
<b>L E V E L 4</b>	<ul style="list-style-type: none"> <li>Distributing drugs and/or paraphernalia</li> <li>Any action deemed life threatening</li> <li>Possession/Use of dangerous weapon w/intent</li> </ul>		<b>No Tolerance Emergency Expulsion***</b>	<ul style="list-style-type: none"> <li>If applicable, implement BECA Process (if missed 5 or more days in a quarter)</li> <li>Students Suspended for 4 or more days will be assigned to SEEP</li> <li>Admin has 10 days to conduct an investigation to determine if the student will return to campus, be out for the rest of the semester or the remainder of the school year.</li> </ul>		

- Administrators can use discretion to provide any level or step of discipline, based on individual circumstances.
- Cell phones are not allowed to be in student's possession during the school day. If seen they will be confiscated.
- Cell phones or any other electronic devices confiscated by staff must be retrieved by parents/guardians from the office.
- Any serious disruptions of the educational process will be dealt with at the discretion of the building administrator in accordance with district and building policies and procedures.
- Students that have a pattern of being disruptive, defiant, or disrespectful will be placed on a behavior contract at a meeting with teachers, parents, student, and a principal.
- If a student encourages another to fight, it will be considered a level two violation of the discipline policy. Watching a fight as a spectator or encouraging others to fight will not be tolerated at any elementary school. Students are to leave the scene of a fight.
- Proper authorities may be called for any offense at any level. Any Level 3 or 4 offenses will be reported to the School Resource Officer.
- Suspended students may not be on any school property or participate in any school activity or sporting event during the time (day or evening) of the suspension.

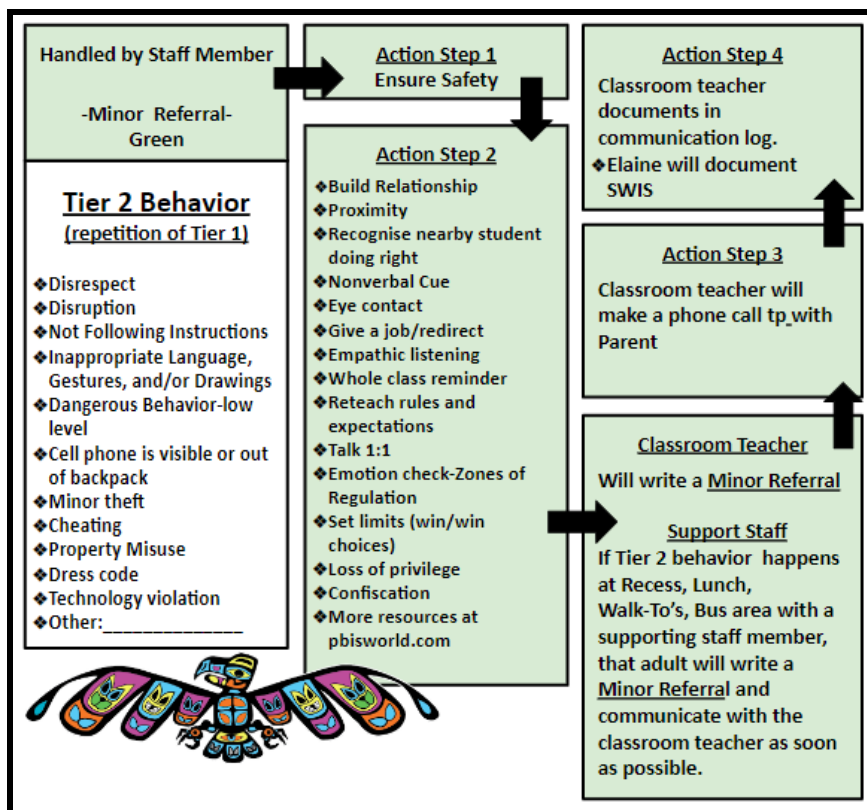
**\*\*\*Expulsion for a dangerous weapon is mandatory and for at least one academic term. Readmission process required. Parents/Guardians and Police will be notified.**

# Hiawatha's Behavior Supports and Processes

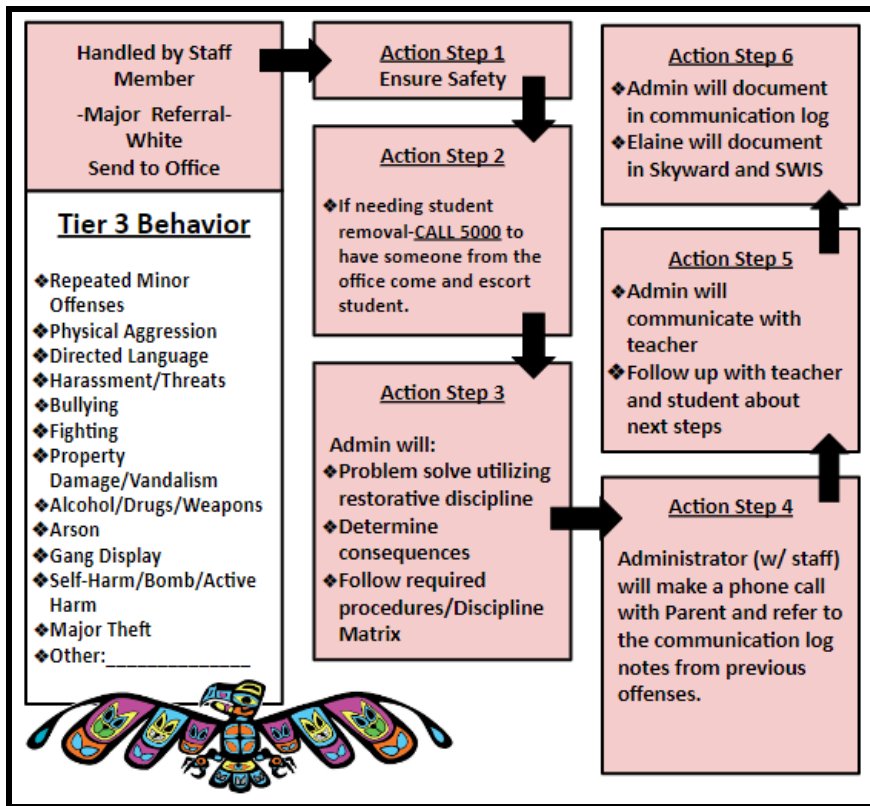
## Tier 1 Behaviors and Processes



## Tier 2 Behaviors and Processes



## Tier 3 Behaviors and Processes



## Dress Code Othello School Board Policy No. 3224- Elementary Dress Code

In general students should dress in neat, clean appropriate clothing that does not disrupt the educational process. This specifically includes the following:

1. No bare midriffs or styles that show one's undergarments. All shirt sleeves should reach the shoulder(two student fingers wide). Bare midriff is any time skin shows above the pants and below the top while the student is in the normal range of motion.
2. Footwear, at a minimum, must meet minimum safety requirements in any educational environment or setting. (Playground, PE, Classroom)
3. No clothing advertising alcohol, tobacco, drugs, weapons, or insinuating sexual, discriminatory, or violent messages.
4. Shorts and skirts may be worn-but must be at least fingertip length. Rips and holes in pants/jeans must all be below fingertip length as well.
5. Clothing must fit appropriately. Oversized clothing is not to be worn. Pants or shorts are to be worn at the waistline and must be no more than two inches larger than waist size. Pants or shorts that have large or revealing holes are not acceptable.
6. Any dress that promotes gang activity in a public school setting is strictly prohibited for any individual student or groups. We understand gang dress, tattoos, and styles evolve through time and this enforcement will be at the discretion/judgment of the school administration. If necessary, we may consult with Adams County Juvenile Court and/or the Othello Police Department.
7. Accommodations can be made for medical or physical needs with approval from the school administration.

Students found to be violating this policy will be asked to immediately conform to the policy and will be subject to disciplinary action according to the Othello School District Discipline Policy.

## **Parent Concerns**

When a parent raises a concern with a teacher, the following steps will be taken:

1. Teachers will try within 24 hours to contact the parent and confirm that the concern was received.
2. If applicable, the teacher will speak to the concern and will monitor the situation.
3. If applicable, the teacher will investigate the concern with the child or with the other teachers that serve the child if appropriate.
4. The teacher will contact the parent and either discuss and resolve the issue over the phone or set up a meeting so that it can be discussed in person.
5. The teacher will keep documentation (copies of notes home, emails, meeting notes) of the resolution.
6. If additional teachers that serve the child need to be aware of the resolution, the teacher will make those teachers aware.

When a parent raises a concern with an administrator, the following steps will be taken:

1. The administrator will listen to the concern.
2. The administrator will ask the family how they can support the plan they made with the teacher to address the concern.
3. If needed, the administrator may facilitate a meeting with the teachers and family.
4. Document the concern and the response.

## **Student Cell Phones**

The Hiawatha Elementary policy on student cell phones is that if a student chooses to bring a cell phone to school, that phone must remain in his/her backpack and turned off while the student is at school. When the student leaves campus, he/she may turn the phone back on.

If a phone rings or a student is seen with a cell phone, a staff member may confiscate the cell phone and send it to the main office for safe keeping. An administrator will contact the student's parent/guardian to come and get the phone.

Hiawatha Elementary will not be responsible for the loss of, or damages to any phone that is brought to school.



## **District Graffiti Policy**

### **Purpose:**

1. Provide a safe and orderly environment for all individuals throughout the Othello School District.
2. Protect personal and public property.
3. Maintain a non-disruptive educational process for students and staff.

### **Policy:**

1. We will maintain a **ZERO tolerance policy**.
2. Imprinting or marking on any surface belonging to Othello School District is not acceptable.
3. Individuals are not permitted to disrupt the educational process by exhibiting any form of graffiti, or gang related inscriptions on school materials, papers, book covers, notebooks, assignments, clothing, or marking of their person.

Violation of this policy will result in an immediate application of the school disciplinary policy approved by the Othello School District Board of Directors.



## **OSD Harassment, Imitation and Bullying Policy**

### **Othello School Board Policy No. 3207- Students Prohibition of Harassment, Intimidation and Bullying**

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

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

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

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

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

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 6590, Sexual Harassment.

#### **Informal Complaint Process:**

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements.



Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

#### **Formal Complaint Process:**

**Anyone may initiate a formal** complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based upon the information in the officer's possession.
- C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation within 7 days of receiving the complaint.
- D. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- E. The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
  1. That the district intends to take corrective action; or
  2. That the investigation is incomplete to date and will be continuing; or
  3. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

- G. If a student remains aggrieved by the superintendent's response, the student may pursue the complaint as one of discrimination pursuant to Policy 3210, Nondiscrimination or a complaint pursuant to Policy 4220, Complaints Concerning Staff or Programs.

A fixed component of all district orientation sessions for employees, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing harassment, intimidation or bullying.

Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation or bullying. Classified employees and regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions,  
Othello School Board Policy No. 2022- Instruction.

## **OSD Sexual Harassment Policy**

Policy No. 5011 Sexual Harassment

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

Sexual harassment occurs when:

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

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

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

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy will be reproduced in each student, staff, volunteer and parent handbook.

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

### **OSD Weapons Policy-Othello School District No Tolerance Weapons Statement:**

The Othello School District has a no tolerance policy toward students who are in any way involved with a weapon on school property or at a school activity. The recommended penalty for possession or involvement with a weapon on school property or at a school activity is expulsion. Expulsion is a state requirement if the weapon is a firearm. Weapons have no place and will not be tolerated in the school environment.

We have had some instances of students being at school or on school property with toy weapons or with other items that could be construed to be weapons. These include toys that look like guns or other weapons, pellet guns, paintball guns, and variations of knives. These items will be considered weapons and shall result in severe penalties including expulsion.

The Othello School District also has a no tolerance policy towards students who make threats to do severe bodily harm. These types of threats will be taken seriously and may also result in expulsion.

School property related to this policy includes school buildings, play fields, athletic fields, and parking lots.

### **OSD Student Conduct on Buses**

Any misconduct by a student which, in the opinion of the bus driver or transportation supervisor or transportation/designee, is detrimental to the safe operations of the bus shall be sufficient cause for the director of transportation/designee to suspend the transportation privileges.

#### **Rules of conduct for students riding buses:**

- The Driver is in full charge of the bus and has authority to assign seats. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall cooperate and obey the driver and the teacher, coach or other staff members.

- Noise shall be kept down to avoid distracting the driver. Students shall refrain from profanity, obscene gestures or offensive acts. Throwing, tossing or shooting anything within, from or at the bus is prohibited.
- Fighting, pushing, tripping, spitting, abusive language and violent behavior are prohibited on the bus and will not be tolerated. Harassment of any kind is prohibited.
- Students shall not carry or have, in their possession, items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, aerosol containers, straps or pins protruding from clothing. Large instruments and other bulky items (e.g. large bags, backpacks) shall be put in the luggage compartment.
- **Absolutely no balloons are allowed on the bus.** If a student receives balloon bouquets at school, the parents will have to make arrangements for picking up such items at the school.
- Students shall not smoke, possess tobacco, alcohol, drugs or other illegal substances or paraphernalia of any kind.
- Flammable or flaming devices, pepper spray, bombs of any kind, knives, firearms or other weapons are prohibited.
- Students shall not eat, drink or chew gum on the bus.
- No animals allowed, except *Seeing Eye* dogs.
- Students shall arrive at the bus stop 5 minutes **BEFORE** the bus, wait in a safe place clear of traffic and away from where the bus stops.
- Students shall not sit in the driver's seat.
- Students shall go directly to an available seat, or their assigned seat, upon entering the bus.
- Students shall get permission from the driver before opening a window. Windows are only allowed to be down **3** clicks. Extending any body part or objects of any kind, out of the window is not allowed.
- Students shall cross in front of the bus when the driver gives the signal that it is safe to do so. They shall never cross behind the bus.
- Students shall keep the bus clean by depositing all trash in the garbage can at the front of the bus.
- Students shall follow emergency exit procedures as prescribed by the Driver. They shall not tamper with emergency doors or equipment. Emergency exit doors are not to be used except for an actual emergency!
- Students or parents of students identified in causing damage to buses, shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
- Students shall ride on their assigned bus and leave the bus only at their assigned stop. Bus passes from the students' school or a note from their parent are required to board or depart at a different authorized stop.

### Transportation Disciplinary Procedures

The Transportation Supervisor/designee, in conjunction with the building principal, is responsible for correcting those students whose unacceptable behavior results in a bus conduct report or violation of the rules noted above.

The principal or other school official shall provide supervision during the bus arrival and departure times at his/her school. The principal shall aid in enforcing that students comply with the specified regulations. Open lines of communication among school officials, bus drivers and the transportation department must be maintained.

When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. They must not abuse or cause damage to private or public property; they must not use obscene language or gestures; and they must not engage in criminal activity. Failure to adhere to these mores may result in formal complaints by citizens to the proper law enforcement agency.

### Student Bus Passes/Notes

Bus passes (from student's school office) or notes from the parents are required for students who wish to depart the bus at a different authorized stop or to ride a different bus to or from school.

**\*\*All changes in student transportation must be done before 2 p.m.\*\***

### **Bus for Preschool/Kindergarten**

The Othello School District Transportation procedure is that Preschool/kindergarten students being transported by bus have a responsible person to receive them at their bus stop. If parents/guardians believe the child is capable of attending to his/her own needs and may be dropped off without a responsible person in attendance, the District then requires that information to be in writing from the parents/guardian in the form provided by Transportation.

### **Parents Riding Buses**

Only students and staff of the Othello School District are allowed to ride the school bus. However, parents of students enrolled may be given permission to ride the bus to/from school if they are assisting in a classroom and there is space available on the bus. Permission must be pre-approved through the Transportation Department or School office.

### **Parent Communication with Bus Drivers**

Due to safety reasons and time, boarding a school bus to talk to the bus driver or a student is prohibited. It is best to contact the bus driver through the Transportation Department (488-3741). This will ensure that the driver has adequate time to discuss your needs and concerns. Clarification of the rules and procedures should be directed to the Transportation Supervisor.

### **Video Camera**

The district and bus driver's goal is to increase safety while transporting students to and from school. Video cameras are on all buses as a tool to help improve student conduct.

## **OSD Computer/Internet and Network Use**

The Othello School District provides students with computers and internet access for educational purposes. Each year as part of the registration process, students and parents must sign an agreement to use the computers and network in accordance with the OSD Acceptable Use of Technology Procedures, part of Board Policy 2022. Violation of these guidelines may result in a student losing the privilege of using the school computers or network. If you have any questions about this Policy or the Acceptable Use of Technology Procedures, the school office can provide you a copy.

## **OSD Student Network Code of Conduct**

Use of the network, which includes the local Othello School District computer network as well as the Internet, shall be in support of education and research that is consistent with the mission of the District. The numbered technology issues below are a brief summary of the "Student Policy for Acceptable Use of Technology" included in this packet. Internet use is limited to those students who have completed the appropriate agreement form and received approval.

1. Users should not share their account ID's or passwords. Account owners are ultimately responsible for all activity under their account.
2. Use of the system to access, transmit, store, display, distribute, or request obscene, pornographic, erotic, profane, racist, sexist, or other offensive material that violates District policies or creates a hostile work environment is prohibited.
3. Downloading or disk access to games of any type is strictly prohibited. Other games can only be used with prior teacher approval. Violent games are strictly prohibited. Students who use prohibited games will be subject to disciplinary action.

4. Digital content broadcast via the Internet (streaming) including, but not limited to, video, music, stock reports, sports information, unless used in the context of a course curriculum, is strictly prohibited unless used in a curriculum context and approved by the District Technology Coordinator.
5. Writing (burning) of CDs for non-class-related work is prohibited.
6. No use of the system shall serve to disrupt the operation of the network by others.
7. Maintain the integrity of data and the network. Modifying or copying files/data of other users without their consent is not permitted. U-drives need to be organized & cleaned out periodically.
8. Be ethical & courteous. Defamatory, harassing, obscene, or discriminatory remarks in communications are not allowed on the network.
9. Respect copyright laws.
10. Use the network to access only educationally relevant material consistent with the District's mission.

The District reserves the right to remove a user's account or deny access to technology in all classes if it is determined that the user is engaged in unauthorized activity or is violating this Network Code of Conduct or the Student Policy for Acceptable Use of Technology.

## **OSD Technology- Acceptable Use Policy**

### **I. Network**

- A. Access to the network and Internet resources is recognized by the user as a privilege, not a right. Users are responsible for the appropriateness and content of material they create, store, transmit, or publish on the network.
- B. Othello School District reserves the right to prioritize use and access to the network.
- C. All computer and telecommunications equipment comprising the network and all information created, sent, or received via this equipment is property of the District (excluding individual copyrighted curriculum material). They are to be used for District purposes in support of education and research and be consistent with the mission of the District.
- D. Any use of the system must be in conformity with state and federal law, K-20 network provider policies (<http://www.dis.wa.gov/k20/topc/aup.htm>) and licenses and District policy. Use of the system for commercial solicitation, financial gain, or any illegal activity is strictly prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.
- E. Network components, including hardware or software, shall not be destroyed, modified, or abused in any way. Connecting or installing unauthorized components, i.e., an employee's personal hardware or software, to the network for any purpose that is inconsistent with District policy is prohibited, unless prior approval from the District Technology Coordinator. This would include any removable media, i.e., disks, compact discs, removable media, etc.
- F. Development or use of malicious programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited. No use of the network shall serve to disrupt the operation of the network by others.
- G. Any use that is deemed to adversely affect the District, employees, or students, including, but not limited to, hate mail, harassment, discriminatory remarks, or other antisocial behaviors is expressly prohibited.

- H. Use of the system to access, transmit, store, display, distribute, or request obscene, pornographic, erotic, profane, racist, sexist, or other offensive material (including messages, images, video, or sound) that violates District policies or creates a hostile work environment is prohibited.
- I. Digital content broadcast via the Internet (streaming) including, but not limited to, video, music, news/weather, stock reports, sports information, unless used in the context of a course curriculum, is strictly prohibited.
- J. No software (shareware, freeware, trial-based, utilities, pirated, etc.) shall be downloaded and installed on District computers.

## II. Security

- A. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users should not share their account ID's or passwords with another person or leave an open file or session unattended or unsupervised. **Account owners are ultimately responsible for all activity under their account.**
- B. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- C. Attempts to circumvent security by using encryption or any other method is prohibited.
- D. Due to the un-secure nature and threat of security breach, use of Internet chat rooms, chat channels, IRC (Internet Chat Relay) program, or third-party (Microsoft, AIM, Yahoo, etc.) IM (Instant Messaging) systems for communications purposes are strictly prohibited.

## III. Personal Security

- A. All users should be aware that any information, software, or graphics on the Internet might be protected by federal copyright laws, regardless of whether a copyright notice appears on the work.
- B. Any reproduction of copyrighted Intellectual Property on District computers is prohibited.
- C. Use of online P2P (Peer-to-Peer), file sharing, MP3, "FastTrack", or related technologies is prohibited. These technologies are mainly/frequently used to distribute copyrighted works illegally, and use of these on District property could result in the District being held liable for copyright infringement. Similarly, access to personal accounts established on these systems, from District property is also prohibited.

## IV. General Use

- A. Downloading or disk access to games of any type is strictly prohibited. Other games can only be used with prior teacher approval. Violent games are strictly prohibited. Students who use prohibited games will be subject to disciplinary action.
- B. CD burning must be for classroom use only and must be pre-approved by the teacher.
- C. Diligent effort must be made to conserve system resources. For example, users should frequently organize their u-drives and delete unneeded files.
- D. All computers will have anti-virus software installed. Also, a filtering system will be used on the network. Attempts to circumvent these systems are prohibited. Users should follow District recommendations with regard to the safe keeping of data.



- E. Students are prohibited from retrieving personal email on District computers.
- F. Any non-school related use of District technology must be pre-approved by a teacher or administrator. Students will be fined for printing of a personal nature.
- G. A signed *Othello School District – Student Network System User Agreement* must be on file with the District for all students or access to District technology will be denied.

From time-to-time, the District will make a determination of whether specific uses of the system are consistent with the regulations stated above. For security and administrative purposes, the District reserves the right for authorized personnel to review system use and file content. The District reserves the right to remove a user account on the system to prevent further unauthorized activity.

**Violations of any of these policies may subject student to removal from technology use and appropriate discipline steps according to building policies.**

### **OSD Tobacco Policy**

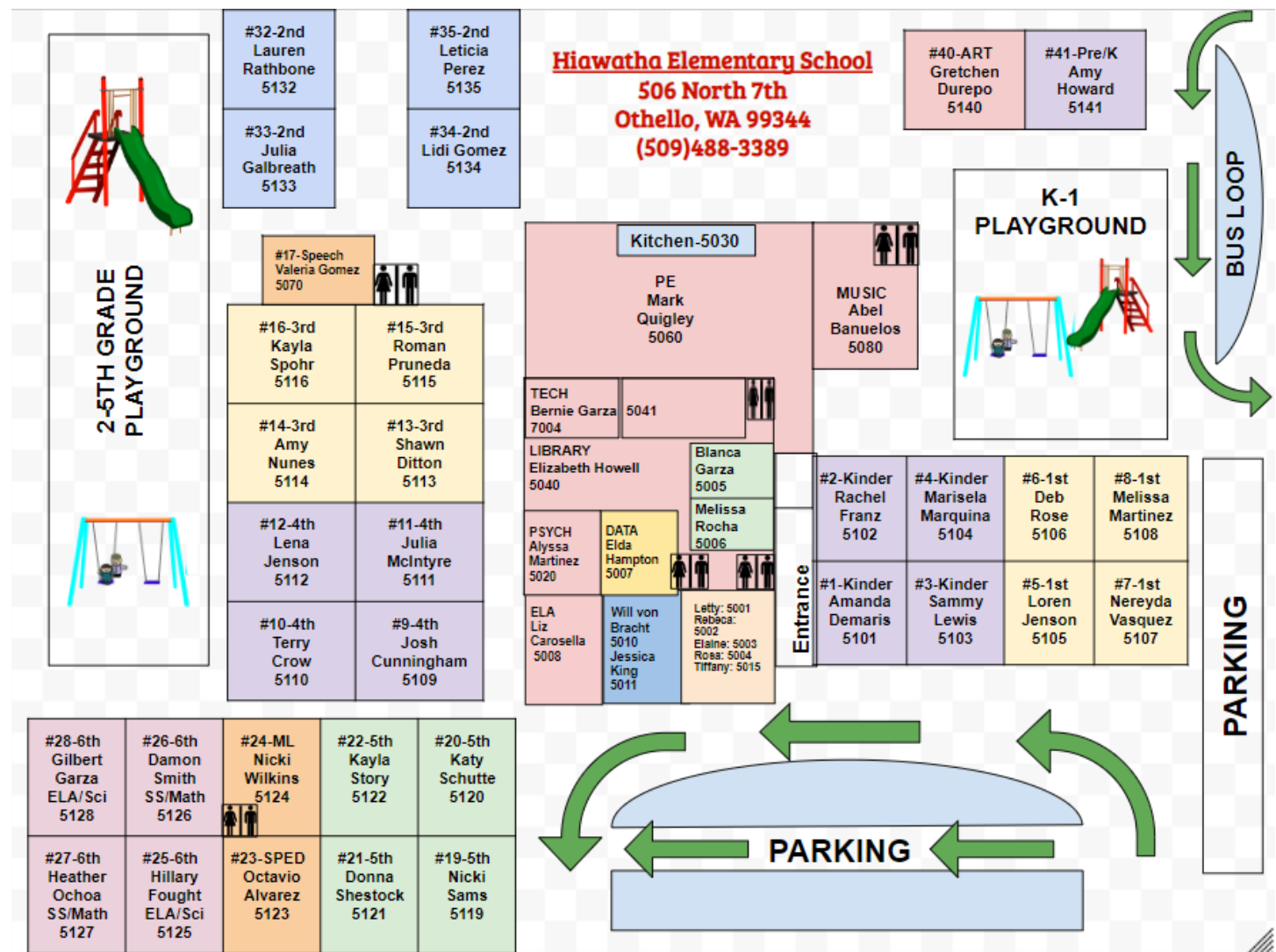
The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district and all members of the community have an obligation as role models to refrain from tobacco use on school property at all times.

Any other use of tobacco 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.

Notices advising students, district employees, and community members of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and shall be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.



## 2023-24 Hiawatha Map



## 2023-24 Othello School District Calendar

Final Draft

**2023-2024 School Year - Othello School District**

<p>Aug. 28, New Teacher Day</p> <p>Aug. 29, All Staff Orientation</p> <p>Aug. 31, First Day of School</p> <p>Sep. 4, Labor Day</p> <p>Sep. 6, First Day of Kinder</p> <p>Sep. 12, First Day of Preschool</p> <p>Oct. 13, LID</p> <p>Nov. 3, Mid-Term</p> <p>Nov. 8-9, No School Conferences</p> <p>Nov. 10, Veteran's Day</p> <p>Nov. 22-24, Thanksgiving Break</p> <p>Nov. 30, End of Trimester 1</p> <p>Dec. 1, Early Release</p> <p>Dec. 25 - Jan. 5, Winter Break</p>	<p><b>JULY</b> days= 0</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p>0 days ytd</p>	M	T	W	TH	F	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					<p><b>JANUARY</b> days= 17</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> <p>93 days ytd</p>	M	T	W	TH	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			<p>Dec. 25 - Jan. 5, Winter Break</p> <p>Jan. 15, MLK Day</p> <p>Jan. 26, Early Release - End of Semester 1</p> <p>Jan. 29, No School <u>9-12 Grade Only</u>, Arena Conferences</p>
M	T	W	TH	F																																																											
3	4	5	6	7																																																											
10	11	12	13	14																																																											
17	18	19	20	21																																																											
24	25	26	27	28																																																											
31																																																															
M	T	W	TH	F																																																											
1	2	3	4	5																																																											
8	9	10	11	12																																																											
15	16	17	18	19																																																											
22	23	24	25	26																																																											
29	30	31																																																													
<p><b>AUGUST</b> days= 1</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <p>1 days ytd</p>	M	T	W	TH	F		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		<p><b>FEBRUARY</b> days= 18</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td></td></tr> </table> <p>111 days ytd</p>	M	T	W	TH	F				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29		<p>Feb. 16-20, Mid-Winter Break</p>	
M	T	W	TH	F																																																											
	1	2	3	4																																																											
7	8	9	10	11																																																											
14	15	16	17	18																																																											
21	22	23	24	25																																																											
28	29	30	31																																																												
M	T	W	TH	F																																																											
			1	2																																																											
5	6	7	8	9																																																											
12	13	14	15	16																																																											
19	20	21	22	23																																																											
26	27	28	29																																																												
<p><b>SEPTEMBER</b> days= 20</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> <p>21 days ytd</p>	M	T	W	TH	F					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	<p><b>MARCH</b> days= 21</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> <p>132 days ytd</p>	M	T	W	TH	F					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	<p>Mar. 13, End of Trimester 2</p> <p>Mar. 15, Early Release</p>	
M	T	W	TH	F																																																											
				1																																																											
4	5	6	7	8																																																											
11	12	13	14	15																																																											
18	19	20	21	22																																																											
25	26	27	28	29																																																											
M	T	W	TH	F																																																											
				1																																																											
4	5	6	7	8																																																											
11	12	13	14	15																																																											
18	19	20	21	22																																																											
25	26	27	28	29																																																											
<p><b>OCTOBER</b> days= 21</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p>42 days ytd</p>	M	T	W	TH	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				<p><b>APRIL</b> days= 17</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> <p>149 days ytd</p>	M	T	W	TH	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				<p>Apr. 1-5, Spring Break</p> <p>Apr. 11-12, No School - Conferences</p>	
M	T	W	TH	F																																																											
2	3	4	5	6																																																											
9	10	11	12	13																																																											
16	17	18	19	20																																																											
23	24	25	26	27																																																											
30	31																																																														
M	T	W	TH	F																																																											
1	2	3	4	5																																																											
8	9	10	11	12																																																											
15	16	17	18	19																																																											
22	23	24	25	26																																																											
29	30																																																														
<p><b>NOVEMBER</b> days= 18</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> <p>60 days ytd</p>	M	T	W	TH	F			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		<p><b>MAY</b> days= 21</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> <p>170 days ytd</p>	M	T	W	TH	F			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	<p>May 24, Snow Day</p> <p>May 27, Memorial Day</p>	
M	T	W	TH	F																																																											
		1	2	3																																																											
6	7	8	9	10																																																											
13	14	15	16	17																																																											
20	21	22	23	24																																																											
27	28	29	30																																																												
M	T	W	TH	F																																																											
		1	2	3																																																											
6	7	8	9	10																																																											
13	14	15	16	17																																																											
20	21	22	23	24																																																											
27	28	29	30	31																																																											
<p><b>DECEMBER</b> days= 16</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> <p>76 days ytd</p>	M	T	W	TH	F					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	<p><b>JUNE</b> days= 10</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </table> <p>180 days ytd</p>	M	T	W	TH	F	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	<p>Jun. 7, OHS Graduation</p> <p>Jun. 10, DOHS Graduation</p> <p>Jun. 14, Last Day of School</p> <p>Jun. 14, MMS Promotion</p> <p>Jun. 17, Snow Day</p> <p>June 19, Juneteenth</p>						
M	T	W	TH	F																																																											
				1																																																											
4	5	6	7	8																																																											
11	12	13	14	15																																																											
18	19	20	21	22																																																											
25	26	27	28	29																																																											
M	T	W	TH	F																																																											
3	4	5	6	7																																																											
10	11	12	13	14																																																											
17	18	19	20	21																																																											
24	25	26	27	28																																																											

Shaded Dates = NO SCHOOL

Single underlined dates = PLC / Collaboration 1.5 hour Late Start - Every Monday/Subject to change when OSPI sets state assessment dates.

Double underlined dates = Early Release