

# Scootney Springs Elementary

“Our Kids, Our School, Our Future”



## Parent/Student Handbook 2019-2020

Scootney Springs Elementary School  
695 S. 14<sup>th</sup> Avenue  
Othello, WA 99344  
(509) 488-9625

**Mrs. Deborah Buduan -Principal**  
**Mrs. Denise Mirich – Assistant Principal**

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**Vision Statement:** “Our Kids, Our School, Our Future”

**Mission Statement:** Scootney Springs Elementary staff is committed to helping students reach their fullest potential in order to become responsible and productive members of our world.

**Belief Statements:**

1. We believe we can make a difference in our community.
2. We believe our kids can make academic progress.
3. We believe all students and teachers deserve a safe learning environment.
4. We believe fair is not always equal.
5. We believe in educating the whole child (socially, emotionally, academically)
6. We believe we make learning fun.
7. We believe kids want to learn.

**Welcome to Scootney Springs Elementary School!**

We, the staff at Scootney Springs, are dedicated to providing your child with a well-rounded educational experience. We will be emphasizing our school-wide goals of reading, writing, math, science, parental involvement and discipline, which establish the foundation needed throughout your child’s lifetime.

We, as educators, together with you, as parents, have formed a partnership to make a positive difference in your child’s education. Throughout the school year, we will have special events to celebrate the accomplishments your child has achieved. We hope you will not hesitate to visit our school during these occasions, as well as during the regular school day.

In Washington, four clear goals guide education. Students should be able to:

- ★ Read with comprehension, write with skill and communicate effectively and responsibly.
- ★ Know and apply the core concepts and principles of mathematics; social, physical and life sciences; civics and history; geography; arts and health and fitness.
- ★ Think analytically, logically and creatively and integrate experience and knowledge to form reasoned judgments and solve problems.
- ★ Understand the importance of work and how performance, effort and decisions affect career and educational opportunities.

**You are always welcome!**  
**Scootney Springs Staff**



***Compact of Shared Responsibilities***

*SCOOTNEY SPRINGS  
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 Scootney Springs, 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**

### **School Behavior Expectations**

- 1) Show respect.
- 2) Make good decisions.
- 3) Solve problems

## **Regular Daily Schedule**

**Students walking/drop-off to school should not arrive at school before 7:55a.m. There is no student supervision prior to 7:55.** Students are not to be on the playground before school starts

7:55	1st Bell
8:05	Class Begins
8:05	Breakfast After the Bell
	Students arriving after 8:05 must go to the office for a tardy slip

11:25-11:45	Lunch for Kinder	Recess 11:45-12:05
11:30-11:50	Lunch for 4th grade	Recess 11:50-12:10
11:40-12:00	Lunch for 2nd grade	Break 12:00-12:20
11:45-12:05	Lunch for 1st grade	Recess 12:05-12:25
11:55-12:15	Lunch for 5th grade	Recess 12:15-12:35
12:00-12:20	Lunch for 3rd grade	Recess 12:20-12:40
12:10-12:30	Lunch for 6th grade	Recess 12:30-12:50
2:55	School ends	

**\*\*Late Start Days for staff collaboration are scheduled for most Mondays of every month. Students will begin at 9:35 a.m. on Late Start Days.**

## **ATTENDANCE POLICY**

State law requires that schools inquire about every absence. Scootney Springs requests either a note or a telephone call from the parent or guardian when a child is absent. 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 requires that the school conference with the parent(s) 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 or health condition
- school approved activities
- family emergencies
- short-term suspensions
- activities pre-approved by the principal, which **do not adversely affect the student's educational progress**

## **BEFORE SCHOOL**

- **Students should not arrive before 7:55 as there will not be student supervision.**
- At 7:55, students are to go directly to their classrooms. Breakfast will be served in the classroom from 8:05 - 8:15 a.m.

## **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.
- Students **may wait IN FRONT OF THE SCHOOL by the flagpole** if they need to wait to be picked up.
- Students are not to kick balls or play games while waiting for parents.
- Students are not to have access to equipment after school such as ball, jump ropes, etc.

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. No eating in the hallways.

## **Breakfast and Lunch Costs**

**Beginning 2018-2019 school year OSD has been approved for CEP (Community Eligibility Provision) program. This allows every student to receive meals (breakfast & lunch) at no charge.**

## **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.

## **Drop Off/Pick Up Zone**

If you would like to drop-off/pick-up your student, we have designated a lane in front of the building 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 **7:55 a.m.**.
- 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.

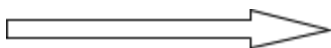
Thank you for working in partnership with us in order to keep our students and staff members safe, as well as the traffic in the parking lot flowing smoothly. We hope you will continue to treat our staff and student safety patrols with respect and kindness as they work to keep the Scootney Springs parking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

### **Assemblies/School Events**

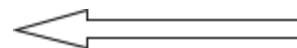
We encourage you to attend as many events as possible at Scootney Springs to celebrate your child's success. Please park in the parking lot in parking slots when attending these events. Avoid parking behind parked cars as this prevents individuals from leaving.



*WE NEED YOU*  
*TO*



**VOLUNTEER**



# IN OUR SCHOOL

## **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. 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 check in with the office before going to a classroom, the cafeteria or the playground.**

## **Illness at school**

Your child will be sent to the health room if he/she becomes ill at school. Parents will always be notified if the situation needs further medical attention. **It is imperative that the office has a CURRENT EMERGENCY PHONE 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. 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.

## **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-school communication. The Othello elementary schools' administration feels that it is important to contact parents in a timely manner 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, independent citizens and effective students.

### **Incident Reports**

*Incident Reports* summarize inappropriate behavior and resulting consequences. They may be issued by any staff member to any student who violates our school rules and has exhausted other interventions. The Incident Report will be sent to the homeroom teacher who will send a copy home to the parents/guardians. **This form must be signed by a parent/guardian and returned to the homeroom teacher.**

### **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 an accumulation of five (5) Incident Reports or the teacher detects a pattern, the teacher may fill out a Discipline Referral 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 the referral will be sent home.

### **Discipline for Students with I.E.P.'s ...**

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

## **DISTRICT GRAFFITI POLICY**

Purpose:

1. Provide a safe and orderly environment for all individuals throughout the Othello Schools.
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.

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## **Weapons Policy – No Tolerance**

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. The 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.

## **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.

## **Student Cell Phones**

The Scootney Springs 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 to come and

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

## **School 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 underwear, sleepwear, spandex, or tank tops. All shirt sleeves should reach the shoulder. 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. Shoes must be worn at all times. No "flip-flops" or "heelies" (wheels in bottom of shoes) are allowed.
3. No clothing advertising alcohol, tobacco, drugs, or insinuating sexual or discriminatory messages.
4. Shirts and tops must be worn at all times.
5. Shorts may be worn-but must be at least fingertip length.
6. Clothing must fit-"baggies," "saggies," "slouchies," or 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. For **Othello High School**, pants or shorts that have been bleached, have holes, frayed hems, or patches sewn on the outside are not acceptable.
7. Coveralls/overalls must be completely fastened. Chains attached to clothing are forbidden.
8. Bandannas, headbands, hairnets, sunglasses, and hanging belts are not allowed.
9. No groups of students-three or more-may wear the same colors or clothing, unless they are associated with school or principal approved activities.
10. No personalized messages or inappropriate nicknames on clothing and no "In memory of ..." or "Smile now, cry later" logos are permitted.
11. No cellular phones, pagers, beepers, ipods, MP3, PSP, handheld gaming devices or permanent markers unless principal approved.
12. All tattoos deemed gang-related must be covered.
13. All jewelry deemed gang-related is prohibited.
14. In the secondary schools, hats are not to be worn on campus consistent with current junior high or high school policy. In the elementary schools, hats are not to be worn in the building.
15. No pierced jewelry other than earrings may be worn at school.
16. Laser pointers, lights, matches, and other devices capable of ignition are not allowed.

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.

## **School Bus Information**

## 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 passenger 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 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 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.

## **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 needs must be done before 2 p.m.

## **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/guardian 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 THE BUS DRIVER**

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.

Tobacco Policy No. 4215: Policy No. 4215  
Community Relations

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### USE OF TOBACCO ON SCHOOL PROPERTY

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.

Cross References: Policy 3200, Student Rights and Responsibilities  
Policy 3241, Classroom Management, Corrective Action and Punishment  
Policy 5280, Termination of Employment

Legal References: RCW 28A.210.310, Prohibition on use of tobacco products on school property  
RCW 70.155.080, Purchasing, obtaining or possessing tobacco by minors—Civil  
infraction

Adoption Date: 7/21/03, Revised 12/22/0

## **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 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 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property; or

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. "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. This 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 and 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.

## OTHELLO SCHOOL DISTRICT Board Policy

### **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:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or

C. 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 shall 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 shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt 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 shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The superintendent shall 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, shall be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

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.

## **Safety**

# A Parent's Guide For Any Emergency



The Othello School District, in conjunction with the police and fire departments of Othello, has developed a plan to reunite students with their families in the event of an emergency or disaster occurring in our area.

In the history of the district, no evacuations of this scope have occurred. However, for the safety of our students, we are prepared to initiate this plan in an emergency situation.

Emergency Protocol	Receiving Sites	Reunification Procedures
<p>In the event a local emergency or disaster situation occurs while school is in session, please help us care for all students:</p> <ul style="list-style-type: none"><li>• Remain calm.</li><li>• <b>DO NOT</b> call the school. It is important to keep home and school lines open.</li><li>• Check the OSD Facebook page or the OSD website at <a href="http://WWW.OTHELLOSCHOOLS.ORG">WWW.OTHELLOSCHOOLS.ORG</a></li><li>• Listen for a call from the OSD message system for current information.</li><li>• Sign up for NIXEL for alerts from the police system, by texting 888-777 with 99344 as the message.</li></ul>	<p>Students may be bussed to one of the locations below:</p> <p><b>Othello High School</b> 340 S. 7<sup>th</sup> Ave.</p> <p><b>McFarland Middle School</b> 790 S. 10<sup>th</sup> Ave.</p> <p><b>Adams County Fair Grounds</b> 831 S. Reynolds Rd.</p> <p>Listen to the OSD message system for the actual receiving sites(s).</p>	<p>If students must be relocated to another site:</p> <ol style="list-style-type: none"><li>1. Park only in designated areas.</li><li>2. Enter the building through the primary entrance-posted signs will direct you.</li><li>3. Check in with school officials-you must provide photo ID. Know your child's teacher's name.</li><li>4. Complete the student release form.<ul style="list-style-type: none"><li>• In case you are not available to pick up your child, share this plan with those listed as an emergency contact on your child's registration.</li><li>• Keep your contact information up-to-date. Inform your child's school of all changes of address and phone number.</li></ul></li><li>5. A staff member will unite you with your child(ren).</li><li>6. Promptly leave school grounds to expedite the dismissal of all students.</li></ol>

**For their safety, please understand that no child will be released without proper identification and authorization.**

***The success of the plan depends on your cooperation. Please take a moment to familiarize yourself with this emergency plan.***

***Thank you for your continued support and involvement in our schools.***

# PREVENTION



Prevention is an indispensable tool in building and maintaining the framework of a safe, secure environment for staff, students and visitors.

The Othello School District utilizes the following prevention measures:

- Employee orientation: All district employees are given an initial orientation when hired, and receive specific information when they report to assigned building/department.
- All schools perform emergency response drills. (Evacuation, Modified Lockdown, Emergency Lockdown, Earthquake, Shelter-in-place).
- Visitors are required to enter through the main entry, sign in at the school office and are issued a dated ID badge to be worn while on campus/in building.
- Signage is posted prominently throughout the district on buildings and fences.
- Video surveillance recording throughout the district.
- Counseling services are provided by both staff members and third party organizations and are available as needed.
- Various family counseling services are available and utilized district wide to meet the needs of the family unit.
- Anonymous reporting system is available to anyone in the community to report Harassment, Bullying, Suspicious behavior, or a General comment (SafeSchools Alert).
- School Security Specialists continuously monitor school campuses' for any signs of unsafe practices.
- Mandated SafeSchools training for all staff annually.
- Risk Management assessments performed randomly throughout the year.
- The Fire department building inspections performed twice a year.
- District Incident Command Training with all administration staff throughout the year.
- The services of a School Resource Officer (SRO) from the Othello Police Department are employed during the school year.
- The use of Gaggle Notification.
- All buildings have implemented social and emotional learning programs to foster healthy and safe relationships and environments.
- The district has a trained Threat Assessment Team that will determine the credibility, intervention and follow-up of any student or staff threats.

## **OTHELLO SUPPORT SERVICES**

### **Adams County Integrated Health Care Services**

- **Behavioral Health & Emergency Housing** 509-488-4074
- **Public Health Services** 509-488-2031
- **Developmental Disabilities Services** 509-659-3306

### **Columbia Basin Health Association**

**509-488-5256**

- Medical, Behavioral Health, Dental, Eye Care, Pharmacy, Lab, Audiology, Imaging, Health and Wellness

### **Intervention Specialist funded by ESD 123**

**509-488-3351**

- Full-time support staff who works with At-Risk Youth at the high school level

### **J.D.A.I Programs (Juvenile Detention Alternatives Initiative) 509-488-5646**

Detention is a crucial early phase in the juvenile court process. Placement into a locked detention center pending court significantly increases the odds that youth will be found delinquent and committed to correction facilities and can seriously damage their prospects for future success. Yet many detained youth pose little to no threat to public safety, therefore, the programs listed below are our alternatives to detention.

- A.R.T.: Aggression Replacement Training program provided by Adams County Juvenile Services and it is a program for high and moderate risk offenders. It offers three separate trainings which include social skills, anger control, and moral reasoning. These trainings help youth build alternate behaviors in a positive way. For questions please contact Diversion Coordinator Lazaro Martinez [azarom@co.adams.wa.us](mailto:azarom@co.adams.wa.us) or Probation Officer Benny Medina [bennym@co.adams.wa.us](mailto:bennym@co.adams.wa.us)
- Community Service Juveniles learn practical skills and personal responsibility while giving back to the community. Our department helps to keep our county clean and helps youth gain a sense of pride for where they live. The Community Service Department has work crews that take care of litter and graffiti clean-up for the entire county. For any questions regarding Community Service please contact Edgar Vega [edgarv@co.adams.wa.us](mailto:edgarv@co.adams.wa.us).
- Girls' Circle Structured support group for girls from ages 14-18 aiming to counteract social and interpersonal forces that impede growth and development by promoting an emotionally safe setting where they can develop caring relationships with others and be their own voice. Questions regarding Girls Circle please contact Benny Medina [bennym@co.adams.wa.us](mailto:bennym@co.adams.wa.us).
- Boys' Council Support group for about 6-10 boys of similar age that engage in activities that address relevant topics and reflection on life events. This program provides resiliency and youth development practices and concepts. Questions regarding Boys Council please contact Benny Medina [bennym@co.adams.wa.us](mailto:bennym@co.adams.wa.us).
- Strengthening Families Program designed for the well-being of entire families. It is structured to facilitate both parents and youth to strengthen healthy relationships. The program enables the foundation of finding a balance between love and limits. For any questions regarding the programs

listed above please contact Benny Medina [bennym@co.adams.wa.us](mailto:bennym@co.adams.wa.us) Lazaro Martinez [lazarom@co.adams.wa.us](mailto:lazarom@co.adams.wa.us).

- Truancy Board: Under state law a juvenile cannot miss 4 days of school in a month or 10 days of school in a school year unexcused. When a juvenile fails to attend school without an excuse, they are considered truant. A Community Truancy Board (CTB) petition is created and the juvenile is given school attendance recommendations by the CTB. If the Juvenile is unsuccessful with the CTB recommendations a truancy petition is then generated by the School District and forwarded to juvenile court. If a juvenile is found truant after the truancy petition has been completed they must appear before a juvenile court judge for disciplinary sentencing.
- The ARY program is a legal process by which parents who are experiencing problems with at-risk-youth can request a petition from D.S.H.S. and receive assistance from the Juvenile Court. The petition essentially asks the judge to help in requiring the child to reside in the home and/or participate in needed treatment. For questions please contact Probation Officer Benny Medina [bennym@co.adams.wa.us](mailto:bennym@co.adams.wa.us)
- The CHINS program is a legal process by which the court may place a child out of the home temporarily while services are utilized to address concerns all the while moving towards reunification with the family. Petitions are filed through the D.S.H.S. department. For questions please contact School-Based Probation Officer Benny Medina [bennym@co.adams.wa.us](mailto:bennym@co.adams.wa.us),
- DETENTION: Adams County juveniles are sometimes sent to Martin Hall Regional Juvenile Detention Facility. The mission of the facility is to provide a safe and secure environment for juvenile offenders while promoting accountability, competency development and community safety. This is accomplished through role modeling, promoting education, ensuring due process and providing quality programs. For more information please visit [http://www.cccscorp.com/martin\\_hall2.htm](http://www.cccscorp.com/martin_hall2.htm)

## **Othello Community Hospital**

**509-488-2636**

- 24-Hour Ambulance Service
- Anesthesia
- Dietary
- Diagnostic Imaging
- 24-Hour Emergency Department
- Laboratory
- Obstetrical Care
- Occupational Health
- Physical Therapy
- Respiratory Therapy
- Surgical Services

# Report it!

FOR  
EMERGENCIES,  
PLEASE CALL  
**911!**

SafeSchools Alert is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! And remember, you can remain anonymous.

## REPORT TIPS ON:

- Bullying
- Intimidation
- Harassment
- Weapons
- Drugs
- Other

## 4 EASY WAYS



<http://1337.alert1.us>



[1337@alert1.us](mailto:1337@alert1.us)



866.365.2757



Text your tip

to 866.365.2757



### Othello School District - Discipline Matrix (grades K-6)

	BEHAVIOR	Intervention Ideas
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<b>L E V E L 1</b>	<ul style="list-style-type: none"> <li>• Disruptive</li> <li>• Uncooperative</li> <li>• Inappropriate Language, gestures, and/or drawings.</li> <li>• Dangerous Behavior (low level)</li> <li>• Cell Phone- use during the day</li> <li>• Public display of Affection</li> <li>• Disrespectful to Other Students</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Reteach skill/lessons</li> <li>• Classroom walks</li> <li>• Loss of privilege</li> <li>• Campus clean-up</li> <li>• Parent Conference</li> <li>• Mini-Courses</li> <li>• Parent Contact</li> <li>• Specific Supervision</li> <li>• Modify environment</li> <li>• Apology Letter</li> <li>• Confiscation</li> </ul>
<b>L E V E L 2</b>	<ul style="list-style-type: none"> <li>• Repeated Level 1 Offenses</li> <li>• Fighting</li> <li>• Defiant</li> <li>• Gang Activities</li> <li>• Vandalism</li> <li>• Theft</li> <li>• Harassment</li> <li>• Intimidation</li> <li>• Bullying</li> <li>• Assault</li> <li>• Threat of Bodily Harm</li> <li>• Lighters/fire starters</li> <li>• Misuse of computers &amp; electronic devices (inappropriate or graphic content)</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</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>• Classroom Exclusion</li> <li>• Mini Courses</li> <li>• Parent Observation</li> <li>• Required Parent Supervision</li> </ul>
<b>L E V E L 3</b>	<ul style="list-style-type: none"> <li>• Repeated/Severe Level 2 Offenses</li> <li>• Public Endangerment (pulling a fire alarm)</li> <li>• Physical/Verbal Abuse of a staff member</li> <li>• Possession/Use of Illegal Substances</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> </ul>	<ul style="list-style-type: none"> <li>• Meeting w/Guardians</li> <li>• Suspension</li> <li>• Reflection on the impact of your infraction</li> <li>• Problem resolution w/those involved</li> <li>• Mental Health Evaluation</li> <li>• Chemical Dependency Evaluation</li> <li>• ACJC Supports</li> <li>• Behavior Contract</li> </ul>
<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 of dangerous weapon</li> <li>• Use of dangerous weapon w/intent</li> <li>• Possession of a firearm</li> </ul>	<p><b>***Emergency Expulsion***</b></p> <ul style="list-style-type: none"> <li>• Students Suspended for 4 or more consecutive days will be assigned to SEEPs 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.
- Cellphones are not to be used during school hours or when supervised by school staff. If a cellphone is seen, it may be confiscated.
- Cellphones or any other electronic devices confiscated by staff must be retrieved by parents/guardian from 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 allowed and may be treated as if the student were involved in a physical fight. 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 may 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.





If you have any questions or concerns at any time, please feel free to call us.

**Scootney Springs Elementary School**  
**(509) 488-9625**

**Principal:**  
**Deborah Buduan**

**Assistant Principal:**  
**Denise Mirich**

Program benefits and services are available to all children without regard to race, color, sex, handicap, age or national origin. Pursuant to Title IX/Chapter 28-A.85 RCW no person shall, on the basis of sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap, be excluded from participation in or be denied the benefits of or be subjected to discrimination under an educational program or activity in the Othello School District. Questions regarding equity should be referred to Dr. Chris Hurst, 615 E. Juniper, Othello, WA 99344 (509) 488-2659.