

Wahitis Elementary School

“We will prepare every student for a successful Middle School experience.”



Parent/Student Handbook

2018-2019

Wahitis Elementary School

905 S 14th Ave

Othello, WA 99344

(509) 764-1200

Mrs. Amy Kohn-Principal

Mrs. Sandy Anderson – Assistant Principal

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Mission Statement: We will prepare every student at Wahitis Elementary School for a successful middle school experience.

Belief Statements: Our work is grounded in these core beliefs:

What we believe:

- It's all about relationships.
- All of our kids are all of our kids.
- All of our kids can meet standard.
- Nobody gets to give up, opt out, or fail.
- Every decision comes down to "what's best for kids?" not what's convenient for adults.

What we expect of ourselves:

- We will team. Collaboration is not optional.
- We will teach to standard, teach to mastery, and teach with intensity.
- We will have high expectations.
- We will give our kids more than academic skills. They will leave us with confidence, determination, and a life plan.
- We will find solutions, not make excuses.
- We will never be perfect but we will constantly strive to get better.

Welcome to Wahitis Elementary School!

We, the staff at Wahitis Elementary School, are dedicated to providing your child with a well-rounded educational experience. We will work relentlessly to help students acquire the skills they need to be on track for college. We will help your children know they are capable of learning. We will challenge them to push through when it's hard. We will let them know they are important, that they are valued. We will believe in them so that they will believe in themselves.

As a part of the Othello School District our mission is to **create and cultivate an environment of respect and rapport, where instruction is intentional, engaging, challenging, and accessible for all students**. To that end, throughout the 2018-2019 school year, as a district, we are focused on improving all students' ability to comprehend what they have read as well as all students' conceptual understanding and procedural skills in mathematics. We will accomplish the District's instructional focus, based on the work of educational researcher John Hattie, through providing feedback to students, collective teacher efficacy, and teacher clarity.

The Wahitis Instructional System was built to put our mission into practice and to ensure that **all** of our students will meet these District and Building goals. We are dedicated to serving you and your children!



Compact of Shared Responsibilities

“No One Gets to Give Up, Opt Out, or Fail.”

WAHITIS
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.

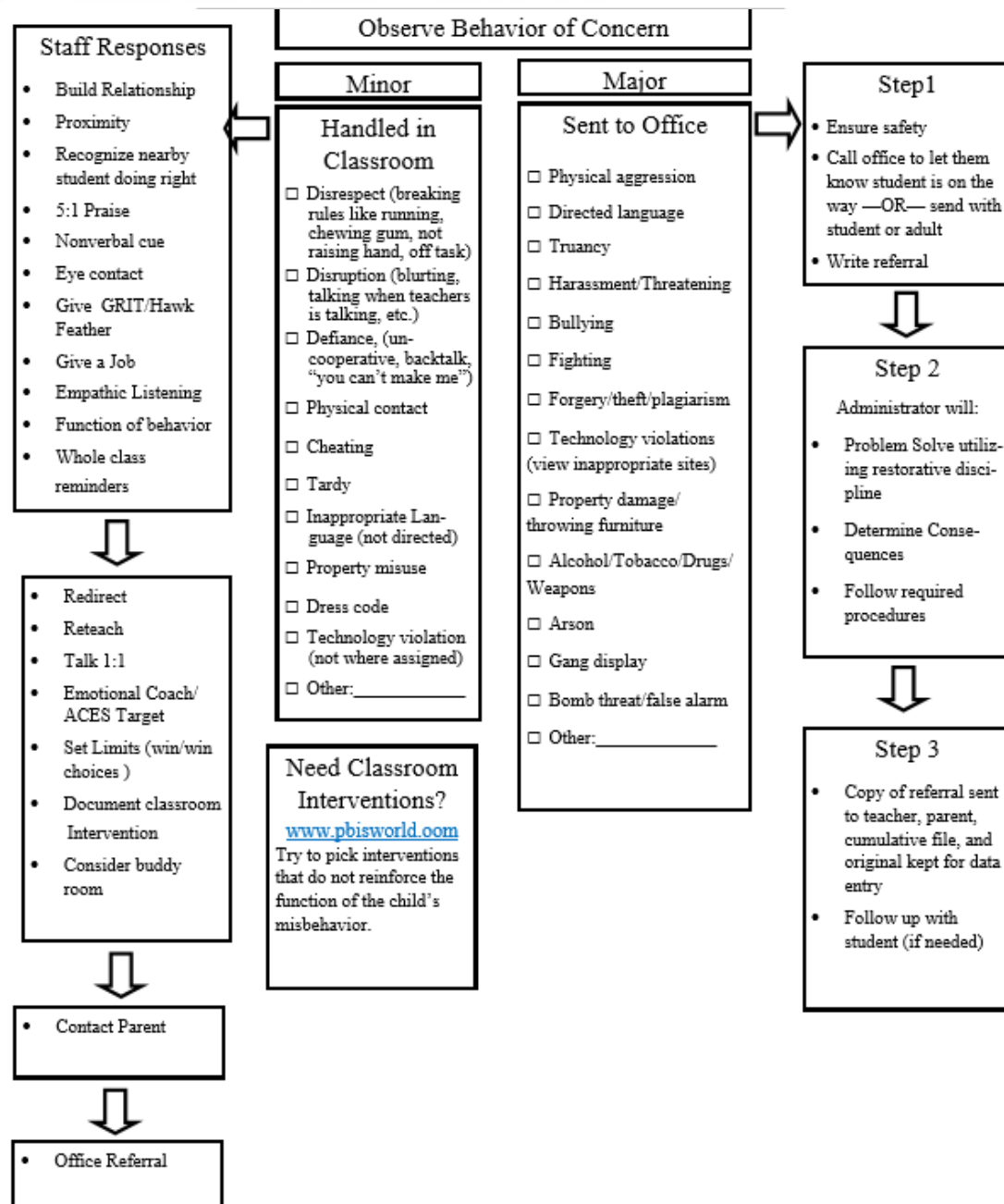
As an educator I will:

- ☐ 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 _____

PBIS and School Behavior Expectations

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. This year Wahitis will begin its first year of 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. The following grid offers clarity around student expectations and how staff will respond to behaviors.



Regular Daily Schedule

Students walking to school should not arrive at school before 7:35 a.m., as there is no supervision.

7:35 a.m.	Breakfast begins
8:10 a.m.	Breakfast ends
8:20 a.m.	Classes begin

Students arriving at or after 8:20 a.m. must go to the office for a tardy slip.

11:20-11:45	Lunch for Kindergarten	Recess 11:45-12:05
11:35-11:55	Lunch for 2 nd grade	Recess 11:55-12:15
11:50-12:10	Lunch for 1 st grade	Recess 12:10-12:30
11:55-12:15	Lunch for 3 rd grade	Recess 11:35-11:55
12:10-12:30	Lunch for 5 th grade	Recess 11:55-12:15
12:25-12:45	Lunch for 4 th grade	Recess 12:05-12:25
12:35-12:55	Lunch for 6 th grade	Recess 12:15-12:35
2:50 p.m.	School ends	

****Late Start Days for staff collaboration are scheduled for every Monday of most months. Students will begin at 9:50 a.m. on Late Start Days.**

ATTENDANCE POLICY

State law requires that schools inquire about every absence. Wahitis Elementary requests either a note or a telephone call (Rosa Salas @ 509-764-1200 Ext. 7003) 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 (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:

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

BEFORE SCHOOL

- **Students who arrive at the front of the school should go around the north end of the school to either the playground, the cafeteria or the library.**
- Students who arrive at 7:35 a.m. or later have a choice of the following activities:
 - Breakfast in the Cafeteria
 - Play or Talk at the Playground
 - Read in the Library

■ Complete a FAST Math lesson in the Computer Lab

Note: Students **are not** to be in the office or hallways before 8:05am

- At 8:10, students are to go directly to their classrooms. Cafeteria students are to finish breakfast at this time.

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. Students/children are never allowed in the staff lounge. Children are not to be at professional meetings.

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.

Parking Lot

At Wahitis Elementary, student safety is a priority. Wahitis'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. Wahitis 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

Travel Mode	Procedure	Time
Walk	Arrive staggered.	7:50-8:15 a.m.
Bike	Arrive staggered.	7:50-8:15 a.m.
School Bus	Arrive at designated time	7:35 a.m.
Family Vehicle	Arrive staggered. Tardy at 8:20 a.m.	7:50-8:15 a.m.

DISMISSAL

Travel Mode	Procedure	Time
Walk	Dismissed by homeroom teacher and directed by safety patrol.	2:50 p.m.
Bike	Dismissed by homeroom teacher and directed by safety patrol.	2:50 p.m.
School Bus	Students line up at the bus loop, based on the order buses arrive.	2:55 p.m.
Family Vehicle	Dismissed when visible to staff members assisting with dismissal.	2:50 p.m.

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 7:50 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.**

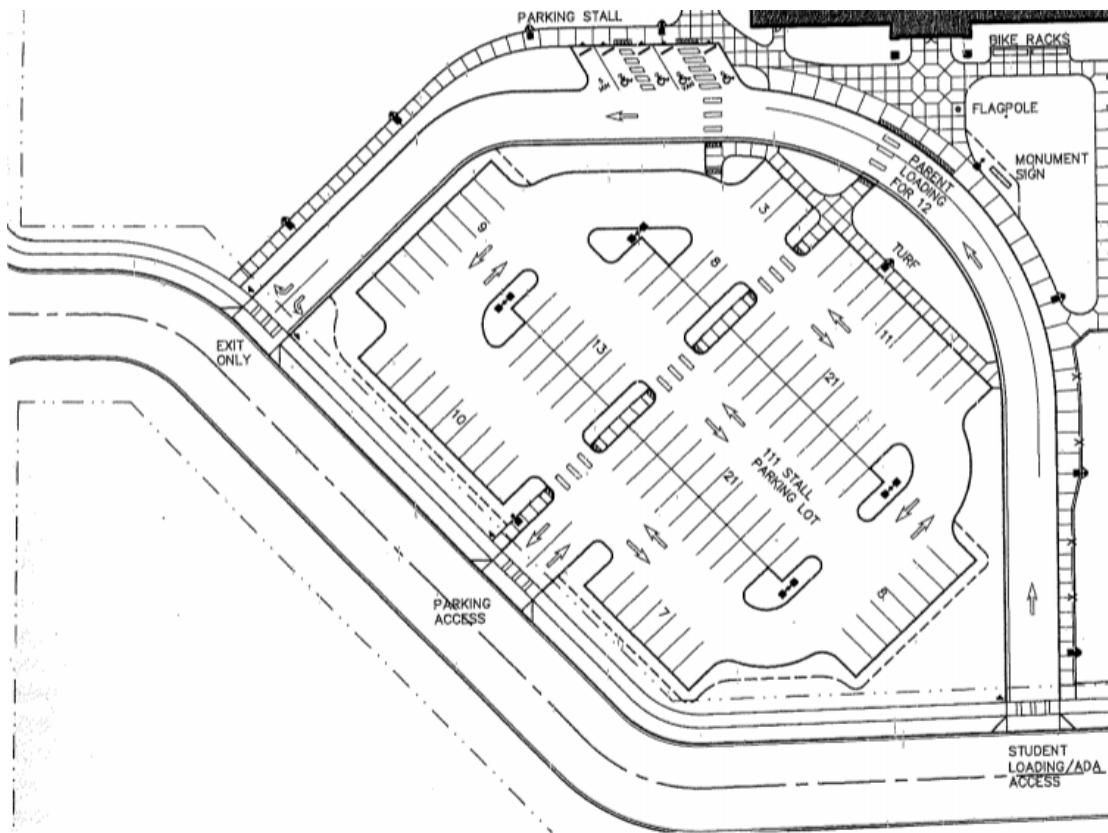
Parking

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 Wahitis 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.

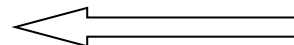
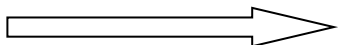
Assemblies/School Events

We encourage you to attend as many events as possible at Wahitis 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

Othello School District - Elementary Discipline Matrix (Grades K-5)

	BEHAVIOR	Intervention Ideas	STEP ONE	STEP TWO	STEP THREE	STEP FOUR
Level One	<ul style="list-style-type: none"> Refusal to cooperate Inappropriate Language, gestures, drawings, use of computers, etc. Truancy and Tardies Dangerous Behavior Inappropriate Clothing Creating a Disturbance Electronic Devices Throwing items Refusal to work PDA Teasing 	<ul style="list-style-type: none"> Restitution Reteach skill/lesson with counselor Classroom walks with office staff, teachers, and/or administration Loss of recess/lunch Campus clean-up Parent Conference Mini-Courses Clean the classroom Parent Contact Change Seat Apology Letter 	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:
Level Two	<ul style="list-style-type: none"> Fighting Gang Related Activities Vandalism Theft Harassment, Intimidation, Bullying Assault, Threat of Bodily Harm Flagrant Defiance Lighters/fire starters Severe misuse of computers & electronic devices (i.e. pornography) Public endangerment Repeated Level 1 Offenses 	<ul style="list-style-type: none"> Restitution, as appropriate Parent Conference Campus clean-up Loss of technology access In School Suspension ($\frac{1}{2}$-3 days) Short Term Suspension (1-3 days out of school) Mini Courses 	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:

Level Three	<ul style="list-style-type: none"> Public Endangerment (pulling a fire alarm) Physical/Verbal Abuse of a staff member Possession/Use of Illegal Substance Sexual Harassment Major Theft/ Possession of stolen property Bullying Indecent Exposure Flagrant Disrespect to staff Fighting/Assault Gang Related Offenses Repeated/Severe Level 2 Offenses 	<ul style="list-style-type: none"> Meeting w/Guardians In School Suspension (½-3 days) Short Term Suspension (1-5 days) Reflection on the impact of your infraction Problem resolution w/victim Mental Health Eval Chemical Dependency Eval ACJC meeting Behavior Contract Re-Engagement contract 	In School Suspension (1-2 days) Restorative Action: Date: _____ Notes:	In School Suspension (2-3 days) Restorative Action: Date: _____ Notes:	Out of School Suspension (1-5 days) Restorative Action: Date: _____ Re-engagement Contract Date: _____ Notes:	Long-Term Suspension (rest of term) Restorative Action: Date: _____ Re-engagement Contract Date: _____ Notes:
Level Four	<ul style="list-style-type: none"> Distributing drugs and/or paraphernalia Any action deemed life threatening Possession/Use of dangerous weapon w/intent 		<u>No Tolerance Emergency Expulsion***</u>	<ul style="list-style-type: none"> If applicable, implement BECA Process (if missed 5 or more days in a quarter) Students Suspended for 4 or more days will be assigned to SEEP 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. 		

- 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/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 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.

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.

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 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 considered weapons. These include toys that look like guns or other weapons, pellet guns, paint ball guns, and variations of knives. These items are considered weapons and can result in severe penalties including expulsion.

School property related to this policy includes school buildings, play fields, athletic fields, buses, and parking lots. This also includes any school related event (i.e. fieldtrips, etc.)

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.

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 in the fall through October 31. They may begin to wear shorts after Spring Break. Shorts **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. 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.

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 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

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 12/22/03
District Name: Othello School District

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, paint ball 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.

Othello School District 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 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.

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

Scootney Elementary/North

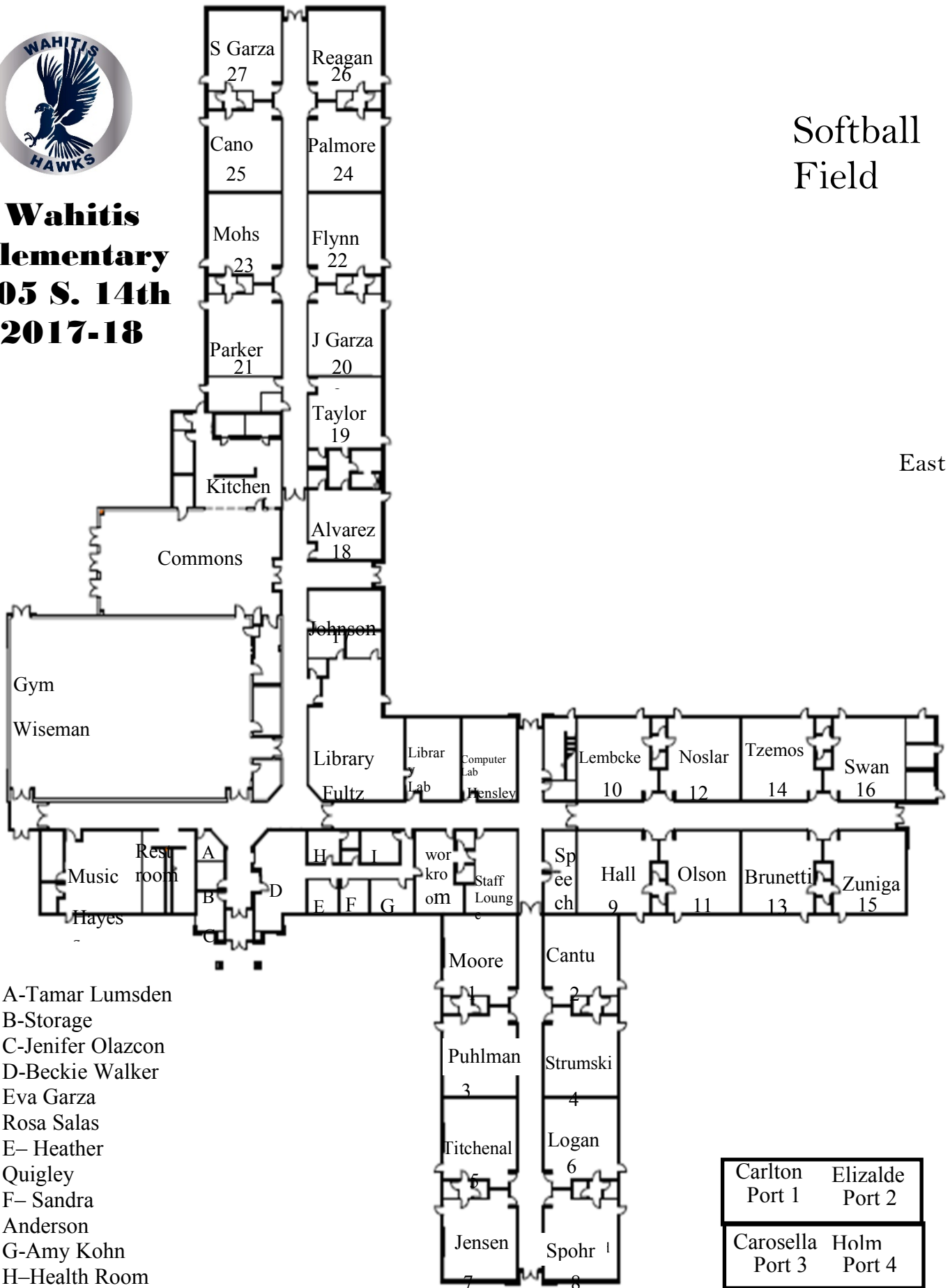


**Wahitis
Elementary
905 S. 14th
2017-18**

Softball
Field

East

14th Ave/West
14th Ave/West



- A-Tamar Lumsden
- B-Storage
- C-Jenifer Olazcon
- D-Beckie Walker
- Eva Garza
- Rosa Salas
- E- Heather
- Quigley
- F- Sandra
- Anderson
- G-Amy Kohn
- H-Health Room

Carlton Port 1	Elizalde Port 2
Carosella Port 3	Holm Port 4

7/26/2018

Highway 26/South

	JULY					JANUARY					days= 18	0
	M	T	W	TH	F	M	T	W	TH	F		
	2	3	4	5	6		1	2	3	4		
	9	10	11	12	13	7	8	9	10	11		
	16	17	18	19	20	14	15	16	17	18		
*Aug 20 New Teacher Breakfast/Day *Aug 21 Staff Orientation Day Aug 23 Students' First Day Aug 28 Kindergarten First Day	23	24	25	26	27	21	22	23	24	25		
	30	31				28	29	30	31		100	days ytd
	AUGUST					FEBRUARY					days= 17	0
	M	T	W	TH	F	M	T	W	TH	F		
			1	2	3					1		
*Aug 20 New Teacher Breakfast/Day *Aug 21 Staff Orientation Day Aug 23 Students' First Day Aug 28 Kindergarten First Day	6	7	8	9	10	4	5	6	7	8		
	13	14	15	16	17	11	12	13	14	15		
	*20	*21	22	23	24	18	19	20	21	22		
	27	28	29	30	31	25	26	27	28		117	days ytd
	7 days ytd					117 days ytd						
Sept 3, Labor Day	SEPTEMBER					MARCH					days= 21	0
	M	T	W	TH	F	M	T	W	TH	F		
	3	4	5	6	7					1		
	10	11	12	13	14	4	5	6	7	8		
	17	18	19	20	21	11	12	13	14	15		
Oct 12, Professional Day/LID/No School Oct 26 Mid-Semester	24	25	26	27	28	18	19	20	21	22		
						25	26	27	28	29		
	26 days ytd					138 days ytd						
	OCTOBER					APRIL					days= 17	0
	M	T	W	TH	F	M	T	W	TH	F		
Oct 12, Professional Day/LID/No School Oct 26 Mid-Semester	1	2	3	4	5	1	2	3	4	5		
	8	9	10	11	12	8	9	10	11	12		
	15	16	17	18	19	15	16	17	18	19		
	22	23	24	25	26	22	23	24	25	26		
	29	30	31			29	30				155	days ytd
Nov 1, Conferences Nov 2, 2 hr Late Start Conferences Nov 12, Veteran's Day Nov 21-23 Thanksgiving Break	NOVEMBER					MAY					days= 22	0
	M	T	W	TH	F	M	T	W	TH	F		
				1	2			1	2	3		
	5	6	7	8	9	6	7	8	9	10		
	12	13	14	15	16	13	14	15	16	17		
Dec 24-Jan 4 Christmas Break	19	20	21	22	23	20	21	22	23	24		
	26	27	28	29	30	27	28	29	30	31		
	67 days ytd					177 days ytd						
	DECEMBER					JUNE					days= 4	0
	M	T	W	TH	F	M	T	W	TH	F		
Dec 24-Jan 4 Christmas Break	3	4	5	6	7	3	4	5	6	7		
	10	11	12	13	14	10	11	12	13	14		
	17	18	19	20	21	17	18	19	20	21		
	24	25	26	27	28	24	25	26	27	28		
	31										181 Student	181 days ytd

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 = 2 hour Early Release or Late Start
 Shaded Dates = 3 hour Early Release

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

Wahitis Elementary School
(509) 764-1200

Principal:
Amy Kohn

Assistant Principal:
Sandy Anderson

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, 1025 S. 1st Ave, Othello, WA 99344 (509) 488-2659.