

Parent/Student Handbook

2019-2020

Hiawatha Elementary School
506 N. 7th Ave.
Othello, WA 99344
(509) 488-3389



Will von Bracht - Principal

Jessica King - Assistant Principal

Table of Contents

Welcome	3
Mission, Vision & Value	3
Hiawatha Expectations	4
Daily Schedule	5
Meal Information	5
Attendance Policy	6
Administration of Oral Medications at School	6
Discipline Policy	7
Discipline Matrix	7
OSD Graffiti Policy	8
OSD Dress Code	9
Bussing	9
Parent Drop Off/Pick Up Zone	11
Parking	12
OSD Harassment/Intimidation/Bullying Policy	12
Safety	14
OSD Sexual Harassment Policy	15
Weapons Policy	16
Volunteering	16
Visiting School	17
Computer/Network Use	17
Student Cell Phones	17
Report It	18
School Map and Release Locations	19
District Calendar	20

Welcome to Hiawatha Elementary School!

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

We believe that we are partners with you in educating your child. Your feedback and suggestions are always welcome. Teachers are available before and after school to talk with you. The principals' doors are always open to students, parents and community members. We encourage you to call, write, or come in person to discuss any concerns or educational ideas. To ensure having adequate time, please call 488-3389 to set up an appointment.

We realize how valuable your time is. However, we would really appreciate your participation in as many school related activities as you can this year.

Hiawatha Mission Statement:

Working together to become successful and responsible learners for life.

Hiawatha Vision Statement:

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

Hiawatha Values: SOAR

- Safe
- On-Task
- Always Respectful
- Responsible

Othello School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs, activities and employment; and provides equal access to the Boy Scouts and other designated youth groups.

The following employee has been designated to handle questions and complaints of alleged discrimination for Title IX, Section 504/ADA, Compliance of 28A.640 & 28A.642 RCW:

Assistant Superintendent, Compliance Officer
1025 South 1st Avenue
Othello WA 99344
509-488-2659

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

Thunderbird Expectations

School-Wide Expectations	Cafeteria	Hallways	Bathrooms	Playground
Safe	-Stay on black line -Hold tray correctly -Stay seated -Report spills	-Walk -Keep hands and feet to yourself -Eyes forward	-Wash hands with soap -Keep your hands to yourself.	-Hands and feet to self -Walk on the sidewalks -Use equipment correctly
On Task	-Eat your lunch -Always have utensils -Raise your hand if something is needed	-Walk in a Hiawatha Line	-Use time wisely -Be quick	-Line up when the whistle blows -Follow Hiawatha game rules
Always Respectful	-Follow directions the first time. -Level 2 Voice -Say - "Thank You, Please, and Excuse Me."	-Respect learning in other classrooms -Use a level 1 voice	-Keep it clean -Give others privacy	-Take turns and share -Treat others the way you want to be treated. -Use kind words.
Responsible	-Keep your area clean -Walking Feet -Place all trash in the garbage can	-Walk on the right side. -Last person shuts the door. Go directly to where you are supposed to be.	-Toilet paper in the toilet -Flush toilet -Report messes	-Ask to use the restroom

Daily Schedule

Late Start Schedule - (Monday)

9:35	Classroom doors open for students ** (Students should not arrive before 9:35 as there will not be adult supervision)
9:45-9:55	Breakfast After the Bell
9:55	Classes begin *Students arriving after 9:45 must go to the office for a tardy slip
11:30-11:50	Lunch for Kindergarten Recess 11:50-12:10
11:55-12:15	Lunch for 1 st grade Recess 12:15-12:35
11:35-11:55	Lunch for 2 nd grade Recess 11:55-12:15
12:25-12:45	Lunch for 3 rd grade Recess 12:05-12:25
12:00-12:20	Lunch for 4 th grade Recess 12:20-12:40
12:10-12:30	Lunch for 5 th grade Recess 12:30-12:50
11:40-12:00	Lunch for 6 th grade Recess 12:00-12:20
3:05	School ends

Regular Schedule (Tuesday – Friday)

8:05	Classroom Doors Open for Students ** (Students should not arrive before 8:05 as there will not be adult supervision)
8:15-8:25	Breakfast After the Bell *Students arriving after 8:15 must go to the office for a tardy slip
8:25	Classes begin
11:30-11:50	Lunch for Kindergarten Recess 11:50-12:10
11:55-12:15	Lunch for 1 st grade Recess 12:15-12:35
11:35-11:55	Lunch for 2 nd grade Recess 11:55-12:15
12:25-12:45	Lunch for 3 rd grade Recess 12:05-12:25
12:00-12:20	Lunch for 4 th grade Recess 12:20-12:40
12:10-12:30	Lunch for 5 th grade Recess 12:30-12:50
11:40-12:00	Lunch for 6 th grade Recess 12:00-12:20
3:05	School ends

Meal Information

Breakfast After the Bell

This year we will be having Breakfast After the Bell. This is to ensure that the majority of our students are eating a healthy breakfast which will prepare them for learning. All students will be offered breakfast in the classroom. They may choose or not choose to eat breakfast.

School Lunch or Home Lunch

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.

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.

	REGULAR		REDUCED-P RICE*	
Grade Level	Breakfast	Lunch	Breakfast	Lunch
Elementary K-6	Free	Free	Free	Free
Adult	4.50	4.50		

Attendance Policy

State law requires that schools inquire about every absence. Hiawatha Elementary requests either a note or a telephone call from the parent or guardian when a child is absent. 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**

Pick-Up Changes

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

Administration of Oral Medications at School

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

a physician or dentist and the medication must be in the original container. If your child must take medication of any kind, the form is available in the office for you and your physician to complete.

Discipline Policy

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

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

*New Discipline Matrix for the 2019-20 school year

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

	BEHAVIOR	Intervention Ideas	STEP ONE	STEP TWO	STEP THREE	STEP FOUR
LEVEL 1	<ul style="list-style-type: none"> Disruptive Uncooperative Inappropriate Language, gestures, and/or drawings. Dangerous Behavior (low level) Cell Phone- use during the day Public display of Affection Disrespectful to Other Students 	<ul style="list-style-type: none"> Restitution Reteach skills/lessons Classroom walks Loss of privilege Campus clean-up Parent Conference Mini-Courses Parent Contact Specific Supervision Modify environment Apology Letter Confiscation 	Intervention and/or Restorative Action: Date:____ —	Intervention and/or Restorative Action: Date:____ —	Intervention and/or Restorative Action: Date:____ —	Intervention and/or Restorative Action: Date:____ —
LEVEL 2	<ul style="list-style-type: none"> Repeated Level 1 Offenses Fighting Defiant Gang Activities Vandalism Theft Harassment Intimidation Bullying Assault Threat of Bodily Harm Lighters/fire starters Misuse of computers & electronic devices (inappropriate or graphic content) 	<ul style="list-style-type: none"> Restitution Parent Conference Campus clean-up Loss of technology access In School Suspension (½-3 days) Short Term Suspension (1-3 days out of school) Classroom Exclusion Mini Courses Parent Observation Required Parent Supervision 	Intervention and/or Restorative Action: Date:____ —	Intervention and/or Restorative Action: Date:____ —	Classroom Exclusion, In School Suspension (1-2 days) and/or assign a restorative action: Date:____ —	Classroom Exclusion, In School Suspension (2-3 days) and/or assign a restorative action: Date:____ —

L E V E L 3	<ul style="list-style-type: none"> ● Repeated/Severe Level 2 Offenses ● Public Endangerment (pulling a fire alarm) ● Physical/Verbal Abuse of a staff member ● Possession/Use of Illegal Substances ● Sexual Harassment ● Major Theft/ Possession of stolen property ● Bullying ● Indecent Exposure ● Flagrant Disrespect to staff ● Fighting/Assault ● Gang Related Offenses 	<ul style="list-style-type: none"> ● Meeting w/Guardians ● Suspension ● Reflection on the impact of your infraction ● Problem resolution w/those involved ● Mental Health Evaluation ● Chemical Dependency Evaluation ● ACJC Supports ● Behavior Contract 	In School Suspension (1-2 days) Restorative Action: Date:____ ____	In School Suspension (2-3 days) Restorative Action: Date:____ ____	Out of School Suspension (1-5 days) Restorative Action: Date:____ ____ Re-engagement Contract Date:____	Long-Term Suspension (rest of term) Restorative Action: Date:____ ____ Re-engagement Contract Date:____
L E V E L 4	<ul style="list-style-type: none"> ● Distributing drugs and/or paraphernalia ● Any action deemed life threatening ● Possession of dangerous weapon ● Use of dangerous weapon w/intent ● Possession of a firearm 	***Emergency Expulsion*** <ul style="list-style-type: none"> ● 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. 				

- 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 cell phone is seen, it may be confiscated.
- Cellphones or any other electronic devices confiscated by staff must be retrieved by parents/guardian from office. The school is not responsible for lost or stolen cell phones or electronic devices.
- 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 be 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.**

Othello School District Graffiti Policy

Purpose:

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

Policy:

1. We will maintain a **ZERO tolerance policy**.
2. Imprinting or marking on any surface belonging to Othello School District is not acceptable.

3. Individuals are not permitted to disrupt the educational process by exhibiting any form of graffiti, or gang related inscriptions on school materials, papers, book covers, notebooks, assignments, clothing, or marking of their person.

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

Othello School District - Elementary 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. Shorts may be worn in appropriate weather.
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. Non 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.

Bussing

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 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 a 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.

1. School Bus Disciplinary Procedures

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

The principal or other school official shall provide supervision during the bus arrival and departure times at his/her school. The principal shall aid in enforcing that students comply with the specified

regulations. Open lines of communication among school officials, bus drivers and the transportation department must be maintained.

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

Student Bus Passes/Notes

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

****All Changes in student transportation, must be done before 2 p.m.****

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 Bus Drivers

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

Video Cameras on Busses

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.

Parent 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 **8:05 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.
- Parent Pick-up students will be released at 3:05 to the 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.

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 Hiawatha 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.

Policy No. 3207
Students

OTHELLO SCHOOL DISTRICT BOARD POLICY ON 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, 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.

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"> • Remain calm. • DO NOT call the school. It is important to keep home and school lines open. • Check the OSD Facebook page or the OSD website at WWW.OTHELLOSCHOOLS.ORG • Listen for a call from the OSD message system for current information. • Sign up for NIXEL for alerts from the police system, by texting 888-777 with 99344 as the message. 	<p>Students may be bussed to one of the locations below:</p> <p>Othello High School 340 S. 7th Ave.</p> <p>McFarland Middle School 790 S. 10th Ave.</p> <p>Adams County Fair Grounds 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"> 1. Park only in designated areas. 2. Enter the building through the primary entrance-posted signs will direct you. 3. Check in with school officials-you must provide photo ID. Know your child's teacher's name. 4. Complete the student release form. <ul style="list-style-type: none"> • 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. • Keep your contact information up-to-date. Inform your child's school of all changes of address and phone number. 5. A staff member will unite you with your child(ren). 6. Promptly leave school grounds to expedite the dismissal of all students.
<p>For their safety, please understand that no child will be released without proper identification and authorization.</p>		

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.

Safety

Sexual Harassment

OTHELLO SCHOOL DISTRICT
Board Policy No. 5011

SEXUAL HARASSMENT

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

Sexual harassment occurs when:

Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;

Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or

Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment 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.

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

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

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

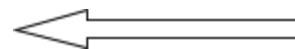
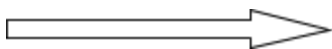
Volunteering



WE NEED YOU

TO

VOLUNTEER



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 at Hiawatha, please stop by the office to provide us with your name, what you are

willing to assist with, the hours you can volunteer, the days that are best for you and **complete the volunteer clearance form. For the safety of our children, all volunteers must be cleared by the Washington State Patrol before working with students.** Prior to volunteering in a classroom parents must speak with the teacher to discuss their role, length of visit, and any additional information that will empower the parent to support the teacher and students during instruction.

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.**

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

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

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

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>

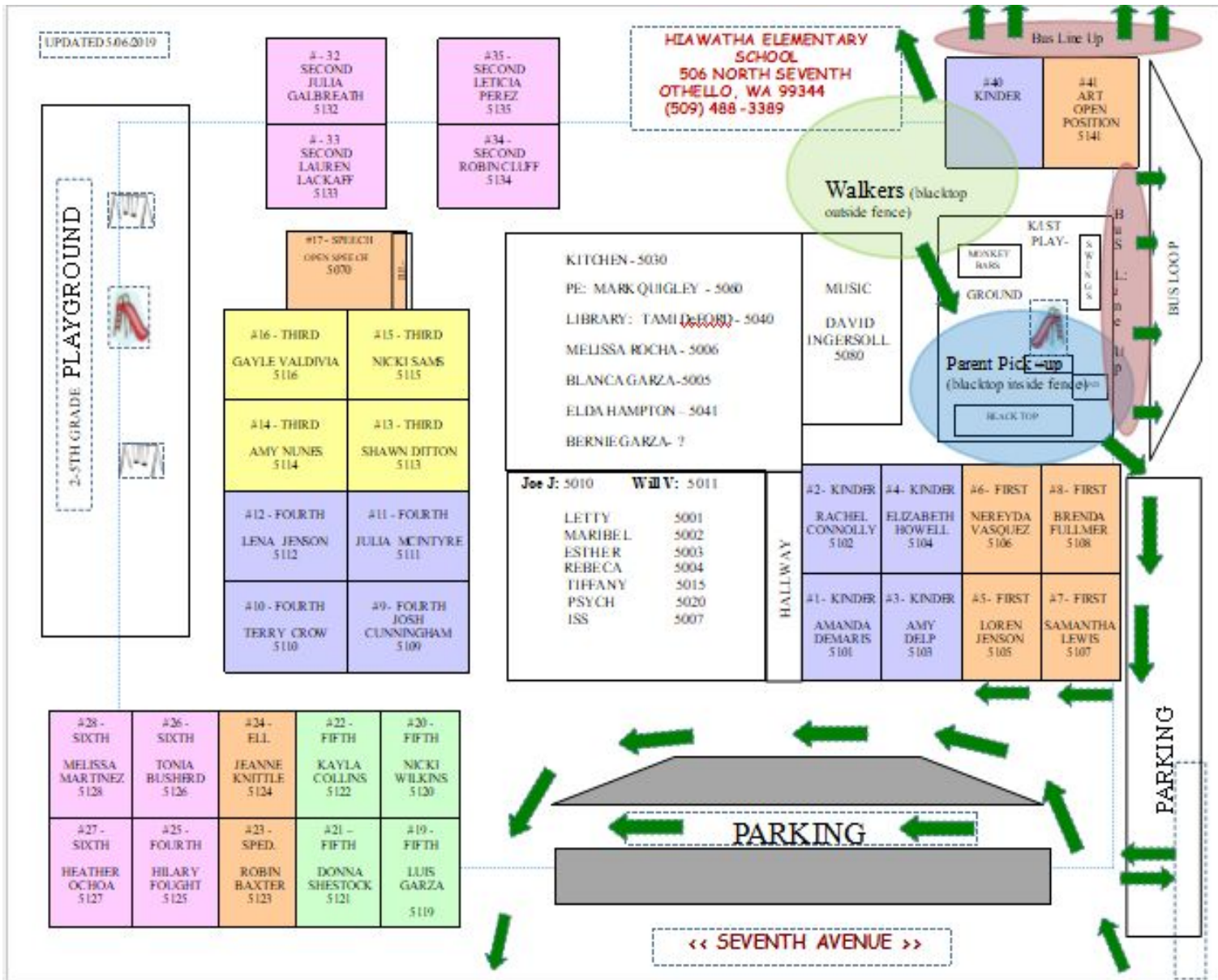
 1337@alert1.us

 866.365.2757

 Text your tip
to 866.365.2757



Hiawatha Map and Release Locations



Othello School District Calendar

Final Board Approval Date: **January 14, 2019**

2019-2020 School Year - Othello School District

JULY		days= 19									
M	T	W	TH	F	M	T	W	TH	F		
1	2	3	4	5			1	2	3		
8	9	10	11	12	6	7	8	9	10		
15	16	17	18	19	13	14	15	16	17	January 15, End of First Semester	
22	23	24	25	26	20	21	22	23	24	January 17, 2 Hr Early Release for Grade Prep	
29	30	31			27	28	29	30	31	January 20, MLK Day	
					100 days ytd						
AUGUST		days= 7									
M	T	W	TH	F	M	T	W	TH	F		
			1	2	3	4	5	6	7		
5	6	7	8	9	10	11	12	13	14	February 14-18, Mid-Winter Break	
12	13	14	15	16	17	18	19	20	21	February 17, Presidents Day	
19	20	21	22	23	24	25	26	27	28		
26	27	28	29	30							
					117 days ytd						
SEPTEMBER		days= 20									
M	T	W	TH	F	M	T	W	TH	F		
					2	3	4	5	6		
9	10	11	12	13	9	10	11	12	13		
16	17	18	19	20	16	17	18	19	20		
23	24	25	26	27	23	24	25	26	27	March 24, Midterm	
30					30	31					
					139 days ytd						
OCTOBER		days= 23									
M	T	W	TH	F	M	T	W	TH	F		
		1	2	3	4			1	2	3	April 2, No School, Conferences
7	8	9	10	11	6	7	8	9	10	April 3, 2 Hr Late Start, Conferences	
14	15	16	17	18	13	14	15	16	17	April 6-10, Spring Break	
21	22	23	24	25	20	21	22	23	24		
28	29	30	31		27	28	29	30			
					156 days ytd						
NOVEMBER		days= 16									
M	T	W	TH	F	M	T	W	TH	F		
				1					1		
4	5	6	7	8	4	5	6	7	8		
11	12	13	14	15	11	12	13	14	15		
18	19	20	21	22	18	19	20	21	22	May 22, Snow Day	
25	26	27	28	29	25	26	27	28	29	May 25, Memorial Day	
					176 days ytd						
DECEMBER		days= 15									
M	T	W	TH	F	M	T	W	TH	F		
2	3	4	5	6	1	2	3	4	5	June 3, DOHS Grad	
9	10	11	12	13	8	9	10	11	12	June 4, MMS Promotion	
16	17	18	19	20	15	16	17	18	19	June 4, Last Day of School	
23	24	25	26	27	22	23	24	25	26	June 5, Snow Day	
30	31				29	30					
					180 Student 180 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