

# Oroville Elementary School Parent and Student Handbook

2022-2023

## **Mission Statement:**

**To empower all students to reach their full potential.**



## **OROVILLE SCHOOL DISTRICT SCHOOL BOARD MEMBERS**

Mike Egerton, Chairman  
Travis Loudon, Vice Chairman  
Kolo Moser  
Dwayne Burmingham  
Justine Salazarr

### **ADMINISTRATION**

Dr. Jeff Hardesty, Superintendent  
Ms. Bonny Theis, Elementary Principal  
Mrs. Kelly King, Special Programs Director  
Ms. Linda Achondo, JH/HS Principal

### **OROVILLE ELEMENTARY PHONE NUMBER**

509-476-3332

### **FAX NUMBER**

509-476-3832

### **PHYSICAL ADDRESS**

808 Main Street

### **MAILING ADDRESS**

816 Juniper Street  
Oroville, WA 98844

### **SUPERINTENDENT'S OFFICE**

509-476-2281

### **BUS GARAGE**

Ken Fredrickson: 509-476-3451

### **WEB PAGE**

[www.oroville.wednet.edu](http://www.oroville.wednet.edu)

# STAFF

## RESOURCE

Amber Scott

## LIFE SKILLS/PRESCHOOL

Stancy Nutt

Bonny Langford

## KINDERGARTEN

Kim Baker

Brittany Jones

## FIRST GRADE

Todd Mathews

Amy Harris

## SECOND GRADE

Adeline Sylvester

Sarah Dixon

## THIRD GRADE

Shari Lopez

Jessica Ames

## FOURTH GRADE

D.J. Rounds

April Chapple

## FIFTH GRADE

Shelly Martin

Sydney Perez

## SIXTH GRADE

Jordan Waddell

Ali Covey

## PHYSICAL EDUCATION

Andrea Baker

## K-6 MUSIC/BAND

Angela Cross

## SECRETARY

Brigette Acord

## SCHOOL NURSE

## LIBRARY PARAEDUCATOR

Dana Watson

## READING INTERVENTIONS

Mary Willey

Jamie Portwood

## MATH INTERVENTION

Heather Kelly

**· PARAEDUCATORS**

Lindsey Acord  
Susan Smith  
Tina Koepke  
Sara Howe  
Laara Peters  
Laura Curdie  
Olivia Santana  
Crystal Vasquez  
Christi Smither  
Jessica Forbus

## **STUDENT RESPONSIBILITIES**

Students have the responsibility to:

- Pursue the required course of study.
- Attend school daily and be on time to class.
- Be aware of and comply with all rules governing student behavior.
- Respect and follow the direction of school district personnel.
- Identify themselves upon request to any school district personnel in the building, on school grounds, at school-sponsored events or on school buses.
- Express their ideas in a respectful manner.
- Dress in a manner that is not disruptive to the educational process and does not threaten the health and safety of self or others.
- Conduct themselves in a manner that will not disrupt their education or disrupt or deprive others of their education.
- Respect the rights of others and exercise self-discipline.
- Students should comply with reasonable requests of staff.

## **STUDENT RIGHTS**

No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, or gender.

- Students have the right to be treated fairly and respectfully by all Oroville faculty and staff.
- Students have the right to quality instruction.
- Students have access within our school to a wide range of resources that may assist their academic, emotional or physical needs.
- Students have the right to be informed of school and classroom expectations for behavior and consequences of misbehavior

# SCHOOL DAY

**K-6 Late Start Monday 9:30-3:00**

**K-6 Tuesday through Friday 8:30-3:00**

## Arrival Time

- Students are welcome on campus after 8:10 a.m. Tuesday through Friday and 9:10 on Late Start Mondays.
- Playground supervision before school is provided from 8:10-8:30 a.m. Tuesday through Friday and 9:10-9:30 a.m. on Late Start Mondays.
- Students arriving before 8:10 a.m. are to wait in the cafeteria until playground supervision is provided.

## Dismissal Time

- Students are expected to leave the premises as soon as they are released from school unless the school detains them or they are involved in a school-sponsored activity. There is no after school playground supervision.
- All students that do not ride the bus are to be picked up at the front of the school.

## After school plans

- For a pre-planned change in your child's regular routine please send a note to school in the morning with your child. If an **emergency change** is necessary before school is out, please call before 2:30 pm.

\*Remember to update emergency numbers, change of phone number, and address as those changes occur during the school year.

**Please supply the office with current parenting plans if applicable.**

## Student Pick Up Areas

- We have a designated parking procedure for student pick up areas on Main Street (east side). Please arrange to pick up your children at the designated area. **Do not pick up students in the bus zone on the west side.**
- We have crossing guards at the crosswalks after school. Crosswalks and crossing guards are there for student protection.

## School Zone

- The speed limit in a school zone is 20 M.P.H.; remember there are no U-turns allowed in city limits.
- Parents must follow the drop off zone signs and markings. Always have your child exit the car on the side away from the traffic for safety.

## Walking

- Students that walk home will exit the school on the east side of the building on Main Street.

## Children on Wheels

- Parents make the decision as to whether their child may or may not ride a bike to school. We highly recommend that kindergarten, first, and second grade students

do not ride bikes.

- If your child rides a bike, scooter or skateboard to school, they must walk the scooter, bike or skateboard across crosswalks and on sidewalks. All bikes must be parked in the provided bike racks and locked. The school does not accept responsibility for stolen or damaged bikes, scooters, or skateboards.

## **Entrance requirements**

Washington law states that kindergarten students must be at least 5 years old on or before August 31st of the current school year, to register for school. Children entering school for the first time should register at the school during spring of the preceding year.

## **Immunizations**

Students are required to be immunized against certain vaccine preventable diseases before attending school in Washington State. Parents and guardians meet this mandate by completing a Certificate of Immunization Status form, showing their child has received the required immunizations. Compliance is carefully monitored and submitted to the state in a comprehensive report each fall.



## **ATTENDANCE**

Daily on time attendance is vital to a child's academic success. Students are expected to be present and on time everyday that school is in session. When a student arrives more than an hour late, the student is marked as attending half a day. A full day absence is marked when a student misses fifty percent or more of their scheduled day.

- Please schedule medical appointments for after school so that students do not miss out on valuable instructional time.
- When a student has been ill or absent from school he/she must bring a written excuse to school upon returning or the student's guardian must call in the excuse.

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### **Excused Absences**

- The following will be considered excused absences or tardies: illness; health condition; medical appointment; family emergency; religious purposes.
- If your child has been ill with a fever, please do not send them to school until their body temperature has remained normal without the use of fever reducing medication for a full 24 hours. If your child has vomited at home, or at school, please do not send them to school until a full 24 hours has passed since the last incident.
- Assignments and/or activities not completed because of an excused absence or tardy may be made up. Please contact your teacher for missed assignments.
- If a pattern of absences occurs, a meeting with the principal and a doctor's note may be required.

### **Unexcused Absences**

- The following will be considered unexcused absences or tardies: submitting an excuse that does not constitute an excused absence as defined previously; or failing to submit (whether by phone, e-mail, or in writing) any type of excused statement by the parent or guardian.
- Not sending a note or calling could result in an unexcused absence. Unexcused absences are looked at as trancies and are covered by the BECCA Bill legislation. Excessive trancies are reported to juvenile court for processing according to that legislation.

## Attendance & Truancy Action Requirements: Becca Bill

When	Action / Response
<b>After 5 excused absences within any month or 10 excused absences within the school year</b>	<b>Schedule conference</b> with the parent and child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an IEP or 504 Plan, the ISEP or 504 team must convene. A conference or IEP/504 team meeting is not required <b>if prior notice has been given or a doctor's note has been provided and an academic plan has been put in place.</b>
<b>After 1 unexcused absence within any month</b>	<b>Inform</b> the student's parent/guardian by a notice <b>in writing or by telephone</b> , in the language the parent is fluent in, whenever the student has failed to attend school after one unexcused absence within any month. (See <a href="#">RCW 28A.225.020</a> )
<b>After 3 unexcused absences within any month</b>	<b>Schedule conference</b> with parent/guardian and student for the purpose of <b>identifying barriers</b> to the student's regular attendance, and the <b>supports and resources</b> that may be made available to the family, and the <b>steps to be taken</b> so that the student is able to eliminate or reduce his/her absenteeism; (See <a href="#">RCW 28A.225.020</a> )
<b>Between 2 and 5 unexcused absences in a school year</b>	<b>Take data-informed steps</b> to eliminate or reduce student's absences. (For additional details & requirements, see <a href="#">RCW 28A.225.020 (1)(c)(iv)</a> ) If the student has an IEP or a 504 Plan, <b>the IEP or 504 team must convene</b> (in addition to the requirement to have a parent conference after 3 unexcused absences) to consider the reasons for the absences and adjust the IEP or 504 plan as necessary.
<b>Not later than 5 unexcused absences in a month</b>	<b>District shall:</b> -Enter into an agreement w/student and parent establishing attendance requirements, <b>OR</b> -Refer student to <b>CTB</b> (Community Truancy Board), <b>OR</b> <b>File</b> and stay petition under subsection (1) of RCW 28A.225.030 (See <a href="#">RCW 28A.225.030</a> )
<b>Not later than seven (7) unexcused absences in a month, or ten (10) unexcused absences in a year</b>	<b>File truancy petition and stay paperwork</b> with Office of Juvenile Court. Continue to take steps with student and/or family, which may include revisiting agreements/attendance contracts. (See <a href="#">RCW 28A.225.030</a> )

\*If a parent enrolls a child who is six or seven years of age in a public school, the child is required to attend and that parent has the responsibility to ensure the child attends for the full time that school is in session.

### **Community Engagement Board**

- Community Engagement Board is composed of school staff and local community members with the goal of creating a plan to improve student attendance so that a petition is not filled with the court system.
- The board works with the student and family to: Identify barriers to school attendance, recommending methods for improving attendance such as connecting students and their families with community services, culturally appropriate promising practices, and evidence-based services such as functional family therapy, or recommending to the juvenile court that a juvenile be offered the opportunity for placement in a HOPE center or crisis residential center, if appropriate.

# STUDENT HEALTH

## School Nurse

- Oroville School District has a full time School Nurse who divides time between the two schools. Please contact the school nurse regarding any health concerns that may affect your child(ren).

## Life Threatening Health Conditions:

### *Diabetes, Epilepsy, Severe Asthma or Allergies, etc.*

- As indicated in RCW 28A.210.320, students with life threatening health conditions must have an emergency care plan in place before the student attends school. This usually requires a meeting with the school nurse before the first day of school in order to understand the condition and formulate a plan to keep the child safe during school hours. Students with complex health issues that may require an individual health plan should also contact the nurse prior to the first day of school.

## Medication

- For the safety of all students, medication (either prescription or over-the-counter) must be delivered by an adult to the school office in the original container, accompanied by a medication form, signed by both doctor and parent. Forms are available in the office. In some cases, orders can be faxed directly to the school nurse. Please do not send any medication with your student.

## Head Lice

- Immediate or long-term exclusion from school is no longer recommended. Students with live head lice may remain in class and go home at the end of the school day, be treated, and return to school after the appropriate treatment has begun. Students can return to school with nits following treatment. Nits may persist after initial treatment, therefore students with nits will be allowed back in school the next day.
- Please report head lice discoveries to the school nurse. This is the best way to prevent the spread, learn the latest and most effective treatment techniques, and to protect your child in the future.

## MMR Vaccine Exemption Law Change 2019

- In 2019, the Washington State Legislature passed a bill that removes the personal and philosophical option to exempt children from the MMR (measles, mumps, and rubella) vaccine required for school and child care entry.

- The bill takes effect July 28, 2019 and applies to public and private schools and child cares. The law removes the option for a personal/philosophical exemption to the MMR vaccine requirement for schools and child cares. It also requires employees and volunteers at childcare centers to have received the MMR vaccine or proof of immunity. (<https://www.doh.wa.gov>)

### **State Health Insurance**

- All documented children under 19 years of age with family incomes at or below twice the federal poverty level may receive medical coverage through a free or reduced cost health plan in the state of Washington. The plan includes medical, dental, vision, and mental health. Contact the school nurse for more information and forms.

### **Treats for School Parties and Celebrations**

#### **Homemade Foods - PROHIBITED**

- Homemade foods are prohibited at Oroville Elementary School for consumption by students during the school day, given concerns regarding food allergies and food safety.

#### **Food Allergens & Ingredients**

- Food served to students at school **may not** include peanuts or tree nuts (almonds, Brazil nuts, cashews, hazelnuts, macadamias, pecans, pine nuts, pistachios, and walnuts). Purchased foods to be served to students must include a general list of ingredients or a checklist that indicates whether any of the previous ingredients are included.

#### **Non-Food Items ENCOURAGED**

- Alternatives to food are encouraged as a way to celebrate holidays and parties.

# STUDENT SAFETY

## Volunteers

- **All classroom volunteers and visitors** need to fill out a background check form prior to assisting in the classroom or attending a field trip. Remember to sign in at the office and wear an identification badge during school visits.
- **In addition, volunteers MUST have a background check to attend any off-site school sponsored event, even if they are driving their own personal vehicle.**

## Visitors And Volunteers

- School visitors are required to check in at the school office for the protection of students and staff. We will issue a visitor pass from the office.
- Student visitors are allowed only with permission of the building principal and classroom teacher. All visitors are expected to follow classroom and school rules. Any disruption caused or participated in by a visitor will result in denial of permission to visit and may result in the visitor being asked to exit the building.
- **Visitors and Volunteers are asked to silence their phone, no texting, and no photos or video recordings without teacher and student consent via parent approval document (located in the office).**
- The HOSTS program is a volunteer opportunity. The HOSTS program is looking for parents and community members to read with and mentor students (see HOSTS under Special Programs).

## Parent Visitations

- Parents are encouraged to visit school. One way to show interest in your child's education is to volunteer. Volunteers usually work with their child's teacher or the grade level of their child. It is also possible to work with other teachers you may know. Please pre-arrange your visit with the teacher and obtain a background check.
- Parents are invited to join their child for lunch. However, we ask that parents do not accompany their child out to recess

## COMMUNICATION

- Each month the elementary school newsletter is sent home. Important upcoming events, student successes and general information are included in each issue. Critical dates and information are also included. The school website may be accessed for additional information.
  
- Communication between home and school can often prevent small problems from becoming large problems. If there is a problem please begin with the first person responsible. Please use this guide to help you decide whom to contact first.

Contact the school office for information regarding:	School-wide events Attendance Calendar
Contact your child's teacher regarding:	Student issues A conference Questions about student grades or behavior Questions about specific activities related to the classroom Curriculum specific to the classroom.
Contact the principal for information and assistance regarding:	School programs, policies, and procedures Unresolved issues after teacher contact Security or safety related to school or student Feedback and/or suggestions about school-wide issues
Contact the district office for information and assistance regarding:	Unresolved site issues District-wide programs, policies, and Procedures Curriculum Facilities Budgets Feedback and/or suggestions about district-wide issues Other questions you may have-we will direct your call

# EMERGENCIES

## Evacuation or Emergencies

- In the event that students must be evacuated from the school or an emergency crisis occurs, students will be moved to a safe location.
- To ensure immediate reunification with your child, the District asks that you retain current contact information with the elementary office so that we may contact you.
- Please **do not** come to the school to pick-up your child. This may block buses or emergency vehicles and cause confusion about which children have been accounted for and located.
- In an emergency, parents will be notified and updated via our automated system.

## Emergency weather procedures

- When weather conditions require school or transportation delays or closures you will be contacted by the district's automated system. You may listen to the radio station (KOMW 680 AM or KNCW 101.7 FM) for one of the following messages:

SCHOOL CLOSED -	No school for one day.
ONE HOUR LATE -	Schools will open one hour later than normal and students will be dismissed at the regular time.
TWO HOURS LATE -	Schools will open two hours later than normal and students will be dismissed at the regular time.
BUS RIDERS -	Buses sometimes run on one of the above schedules (One hour late, etc.) due to road conditions. That means your student(s) will be late getting to school by that amount of time this will not be counted as a tardy for your child. The bus pick up time should be adjusted according to the noted late time.



## STUDENT DRESS

Students shall wear neat, clean, and reasonable dress. Dress and grooming shall not be disruptive to the educational process or interfere with the health and safety of any student.

- Students' dress is to be clean and not pose a safety hazard to themselves or others on the playground or in the classroom. Clothing, jewelry or hair should not be a disruption to the educational learning of the student or others in the classroom.
- Shorts are acceptable during weather over 50 degrees if they are longer than the student's fingertips when arms are straight at the students sides.
- Shirts and tops must be long enough to tuck in and not expose bare midriff areas. Thin straps such as spaghetti straps are not appropriate; straps should be at least 2 finger widths wide. Low cut shirts; halters/tube tops are not appropriate dress for school.
- Undergarments must be covered by outer clothing and are not allowed to show.
- Flip-flops are a safety hazard and should not be worn to school.
- Any reference to drugs, alcohol or tobacco on clothing is inappropriate. Students will be asked to turn shirts inside out or they may borrow a shirt from the school if one is available.
- Any clothing, which disrupts the educational process, will not be allowed.

**\*Cold weather and rain both need to be considered when sending a child to school. Students go outside for recess if the wind chill temperature is above twenty (20) degrees or if a light rain is falling. Students need to be dressed appropriately for the weather conditions.**

## **DISCIPLINE POLICY**

At Oroville Elementary School we try to create a positive school climate and reward good behavior. We also realize that some students do not correct behavior by themselves. The following will be used to assist the student to grow and change in the area of self-discipline and positive behavior.

### **PHILOSOPHY**

We Believe that students need to be taught and practice appropriate social and personal behavior in order to be successful in school and in life. We teach Kelso's Choices Social Skills Curriculum from Kindergarten through Third Grade and Steps to Respect Social Skills Curriculum from Fourth through Sixth Grade as one means of accomplishing the following objectives:

- To teach students appropriate behavior options
- To provide opportunities to practice these skills
- To recognize students for appropriate behaviors
- To assist students in determining and utilizing appropriate behaviors
- To reduce behaviors that may harm or show disrespect toward self, staff, other students or school property

### **DISCIPLINE LAW CHANGES: 2019-2020 SCHOOL YEAR**

- Schools must first attempt one or more other forms of discipline to support the student in meeting behavioral expectations before administering a short-term or in-school suspension.
- For long-term suspensions and expulsions, the new rules require school districts to at least consider other forms of discipline to support the student in meeting behavioral expectations.
- Therefore, by the start of the 2019–20 school year, school districts must eliminate any zero-tolerance approaches in local discipline policies and procedures that require a mandatory suspension or expulsion in response to any behavioral violation other than firearms violations. See WAC [392-400-435\(1\)](#); WAC [392-400-440\(1\)](#); WAC [392-400-445\(1\)](#).

## **IMPORTANT TERMS**

Classroom Exclusion	<p>Teachers may remove a student from a class for up to 60 minutes or from a classroom privilege. During an exclusion from class, the student remains at school in another teacher's classroom or a designated study area and has the opportunity to make-up missed assignments and tests.</p> <p>The student's teacher will notify parents of students excluded from class as soon as reasonably possible.</p>
In-school Suspension	<p>Guidelines for in-school suspension are: a) students will be expected to work on their classroom assignments at all times; and b) an act of inappropriate conduct may result in conversion of the remaining time to an out-of-school suspension. In both types, students are not permitted to participate in other school activities.</p>
Short-term Suspension	<p>Ranges between 2 to 10 days and may not exceed 10 school days total during a semester K-4<sup>th</sup>, and 15 days total for grades 5<sup>th</sup>-12<sup>th</sup>. Students are provided the opportunity to make-up missed work.</p>
Long-term Suspension	<p>May be up to the number of school days in an academic semester; only applicable to students in 5<sup>th</sup>-12<sup>th</sup> grade. It may overlap into the next semester, but may not cause the student to lose academic credit in excess of one academic semester and may not continue into the next school year.</p>
Expulsion	<p>Denial from participation in all activities for a duration not to exceed the number of days in an academic semester, but may continue into the next school year and may be extended under certain egregious circumstances. After the expulsion, the student returns to full participation in the absence of a court order or applicable victim protection rules.</p>
Emergency Expulsion	<p>An immediate removal from all participation, if there is reason to believe the student's attendance poses an immediate and continuing danger to the student, other students, school personnel, or is a threat of substantial disruption to the educational process. This action is limited to a maximum of 10 school days and must end, be rescinded, or converted to another form of discipline within the 10 days.</p>

## **Interventions and Consequences**

Interventions and considerations used prior to exclusion, suspension, and expulsion include: consideration of cultural and environmental factors, clarification of expectations, family engagement, implementation of behavior support plan, peer mentoring/mediation, response to intervention (RTI) behavior supports, positive behavior intervention supports (PBIS), restorative justice, use of trauma informed practices, school-community partnerships, behavior specialist review, de-escalation training, professional learning community (PLC) determined interventions, social skills instruction, and school level restrictions.

## **Classroom Discipline**

- Each teacher will have a classroom discipline plan. It will be posted and taught in the classroom.

## **Administrative Discipline**

- Discipline will be handled on a case-by-case basis with discipline that is appropriate to the level of the offense.
- Oroville Elementary School will work with families in an effort to support students in meeting behavioral expectations. School District personnel will make every reasonable attempt to involve parents and students in the resolution of behavioral violations for which discipline may be administered.

## **SUSPENSION AND EXPULSION**

- The classroom teacher or paraprofessional will deal with minor classroom infractions or disruptions by utilizing a short-term refocus in a buddy classroom or the Solutions Room.
- The teacher or other school personnel must first attempt one or more other forms of discipline to support the student in meeting behavioral expectations, unless the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material or substantial disruption to the educational process.
- The school principal, designee, or Superintendent has the authority to administer classroom exclusions, suspensions, expulsions, emergency expulsions, and other forms of discipline.
- Students who receive suspension or expulsion have the opportunity to utilize educational services.
- Students in grades Kindergarten-Fourth may not receive a short-term or in-school suspension for more than 10 cumulative school days during any school year.
- Students in grades Fifth-Twelfth grade may not receive a short-term or in-school suspension for more than 15 cumulative days during a single semester.

## DISCIPLINE MATRIX

**Discipline Abbreviations:** **W/B** = Warning/Building Consequence **SS** = Short-term Suspension (2-10 days) **LS** = Long-term Suspension (11-90 days) **R** = Restitution **EE** = Emergency Expulsion (3 days)

**E** = Expulsion (90 days) **LE** = Law Enforcement **TA**= Threat Assessment

Misconduct	Behavior Description	Possible Discipline
Tobacco	Possession, use, distribution or sale of tobacco products, including e-cigarettes or other vapor products.	W/B, SS
Alcohol	Manufacturing, sale, purchase, transportation, possession or consumption of intoxicating alcoholic beverages or substances represented as alcohol or the violation of district alcohol policy. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.	LS, LE, ATS
Illicit Drug (not marijuana)	Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug or narcotic substance or violation of the district drug policy. Include the use, possession or distribution of any prescription or over-the-counter medication (e.g., aspirin, cough syrups, caffeine pills, nasal sprays).	LS, LE, ATS
Fighting Without Major Injury	Mutual participation in an incident involving physical violence, where there is no major injury. (Do not include verbal confrontations, tussles, or other minor confrontations). A major injury is when one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.	W/B, SS, LS, ATS
Violence, or threats, Without Major Injury	Any incident defined by school district policy as a violent offense that is without major injury, but at least the following: Assault (RCW 9A.36), Malicious Harassment (RCW 9A.46), Kidnapping (RCW 9A.40), Rape (RCW 9A.44), Robbery (RCW 9A.56)	W/B, SS, LS, EE, E, TA, LE, ATS
Violence With Major Injury	Any incident defined by school district policy as a violent offense that includes a major injury, but at least the following: Severe fighting that results in a major injury, Assault (RCW 9A.36), Homicide (RCW 9A.32), Malicious Harassment (RCW 9A.46), Kidnapping (RCW 9A.40), Rape (RCW 9A.44), Robbery (RCW 9A.56)	W/B, SS, LS, EE, E, TA, LE, ATS
Possession of a Weapon	See below for Weapon information.	W/B,SS,LS, EE, E, TA, LE, ATS

Possessed or brought to school a weapon as defined by school district policy, but at least the following: Handgun, Shotgun/Rifle. Other firearms/weapons as defined by the Gun Free Schools Act as zip guns, starter guns, and flare guns, which will or is designed to or may readily be converted to expel a projectile by the action of any explosive. The frame or receiver of any handgun, shotgun, or rifle; any firearm muffler or firearm silencers, or any destructive device, which includes any explosive, incendiary, or poison gas (such as: bomb, grenade, rocket having a propellant charge of more than four ounces. Missile having an explosive or incendiary charge of more than one-quarter ounce, similar device, or mine. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter. Any combination or parts either designed or intended for use in converting any device into any destructive device described

in the two immediately preceding examples, and from which a destructive device may be readily assembled. Knife/dagger or other weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm and brought with malicious intent to harm. Examples include chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, pointed instruments (pencils, pens); nun-cha-ka sticks; brass knuckles; stars; billy clubs; tear gas guns; electrical weapons (stun guns); BB or pellet guns; and explosives or propellants.

Other Behavior	Use this behavior code when other codes do not apply. (Bringing A cow to school, riding motorcycle down halls, etc.)	W/B, SS, LS, EE, E, LE, ATS
Serious Bodily Injury	An incident, applicable to actions by students eligible for special education services, that results in the serious bodily injury of another as defined in Section (1365(h)(3) of Title 18, U.S. Code, to mean a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. [615(k)(7)(D)]	W/B, SS, LS, EE, E, LE, ATS Modification of IEP
Marijuana	Unlawful use, cultivation, distribution, sale, solicitation, purchase, possession, transportation of cannabis or violation of the district drug policy. Suspicion of being under the influence of cannabis may be included if it results in disciplinary action.	LS, ATS
Failure to Cooperate	Repeated failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes, but is not limited to non-compliance, defiance and disrespect.	W/B, SS, LS, EE, E, LE, ATS
Disruptive Conduct	Conduct that materially and substantially interferes with the educational process.	W/B, SS, LS, EE, E, LE, ATS
Bullying	Intentional, unwanted, aggressive or threatening behavior that (1) involves a real or perceived power imbalance; and (2) is repeated, or has the potential to be repeated, over time.	W/B, SS, LS, EE, E, LE, ATS
Sexual Harassment	Conduct/communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has the potential to deny or limit another student(s) ability to participate or benefit from a school's education program	W/B, SS, LS, EE, E, LE, ATS
Discriminatory Harassment	Conduct or communication that (1) is intended to be harmful, humiliating, or threatening, and (2) shows hostility	W/B, SS, LS, EE, E, LE, ATS

	toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained dog guide or service animal.	
Destruction of Property and Vandalism	Intentional damage of school property or the property of others.	W/B, SS, LS, EE, E, LE, ATS
Sexual or Lewd Conduct	Obscene acts or expressions, whether verbal or non-verbal.	W/B, SS, LS, EE, E, LE, ATS
Possession Stolen Property/Theft	Taking or knowingly being in possession of district property or property of others without permission.	W/B, SS, LS, EE, E, LE, ATS
Academic Dishonesty & Plagiarism	Knowingly submitting the work of others represented as the student's own or assisting another student in doing so, or using unauthorized sources.	W/B, SS, LS, ATS
Multiple Minor Incidents	Multiple incidents when attempts at behavioral interventions have failed.	W/B, SS, ATS
Phone Use	Using a cellular telephone/electronic devices and causing a disruption to the educational process by texting, sexting, using video, or photography.	W/B, SS, LS
Closed Campus	Leaving school grounds during school hours without an approved excuse/authorization.	W/B, SS, LS
Dress Code	Dress requirements are to prepare a young person for future work. Because of this, certain home and social attire may be prohibited. (RCW 28A.320.140) See Student Dress Procedure 3224-P for a current chart of appropriate and inappropriate clothing.	W/B, SS, LS
False Allegations	False reporting of allegations or corroborating false information.	W/B, SS, LS
Hacking Network or other Improper Use of District Technology	"Hacking" or using district resources and/or district or personal equipment for unapproved use, copies, photos, videos, audio recordings, etc.	W/B, SS, LS, EE, E, LE, ATS
Inappropriate Language	Any use of vulgar or profane language by students on school property whether spoken, written, or gestures.	W/B, SS
Loitering	Failing to leave the school campus at the official close of the school day without permission to remain on campus for a specific activity.	W/B, SS, LS
Student Leadership	Student leaders serve as "role models" for other students in classes and in	W/B, ATS

	extra-curricular activities. Any violation of specific team, club, or ASB code of conduct expectations may result in permanent removal from not only the leadership position or extra-curricular activity, but also from the leadership class.	
Gang Activities	Participation in groups of students (3 or more) who have leadership; a group name; symbols, gestures, a territory; and engage in antisocial, threatening, or criminal activity is prohibited on school grounds or at school events.	W/B, SS, LS, EE, E, TA, LE, ATS
Hazing Acts	Student activities required or encouraged for participation that may injure, degrade, disgrace, threaten, or put others at risk in any way.	W/B, SS, LS, EE, E, TA, LE, ATS
Fire/Arson or False Alarm	Igniting a fire on school property or initiating a false fire alarm.	W/B, SS, LS, EE, E, TA, LE
Personal Protection Spray Devices (PPSD)	Students who do not have authorization to carry a PPSD or who are under age 14	W/B, SS, LS, EE, E, LE
Trespass	Entering or remaining unlawfully in school buildings or on any part of school grounds without proper authorization. Students on campus while suspended or expelled are subject to additional disciplinary action and arrest for criminal trespass.	W/B, LE
Bomb or Bomb Threat	Bomb/explosive type device, or imitation device, on school grounds, or threat to use such device is a class B felony.	W/B, SS, LS, EE, E, TA, LE, ATS

### **GUN FREE ZONE**

- Firearms/weapons are not allowed on school grounds/premises, transportation, facilities, or at any school-sponsored activities. Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be expelled from school for not less than one year under RCW 28A.600.010. Subject to appeal, the superintendent of the school district, educational service district, state school for the deaf, or state school for the blind may modify the expulsion of a student on a case by case basis. Parents and local law enforcement will be notified of the offense prior to any action being taken.



# BULLYING OR HARASSMENT

## **Bullying or Harassment Board Policy No. 3207**

(Abridged text. If you would like a copy of the complete Policy please contact the office. )

- The Oroville School District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation or bullying.
- “Harassment, intimidation, or bullying” means any intentional written, verbal, or physical act including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability) or other distinguishing characteristics, when the intentional written, verbal or physical act:  
Physically harms a student or damages the student’s property: or
  - A. Has the effect of substantially interfering with a student’s education or
  - B. Is so severe, persistent, or pervasive, that it creates an intimidating or threatening educational environment; or
  - C. Has the effect of substantially disrupting the orderly operation of the school.
- Depending upon the frequency and severity of the conduct, intervention, counseling, correction, and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation.
- False reports or retaliation for harassment, intimidation or bullying also constitutes violation of this policy.
- Please inform the building principal or Dean of Students of any suspected events concerning harassment, intimidation or bullying.

***The following information defines bullying for students (based on Steps to Respect curriculum):***

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Bullying is:

- Repeated
- Harmful
- One-sided
- On purpose

***Bullying is also an imbalance of power. Examples of imbalance of power are size, age, number of people, and social power.***

## 3 R's of Bullying are: Recognize, Refuse, Report

**Recognize:** Use the definition to determine if a situation is bullying.

**Refuse:** Decide if it is safe to refuse and refuse assertively not aggressively.

Here are some things that might make it unsafe or difficult for you to refuse bullying:

- The person bullying you is older or bigger.
- More than one person is bullying you.
- You have no friends nearby who can help you.
- No adult is nearby.

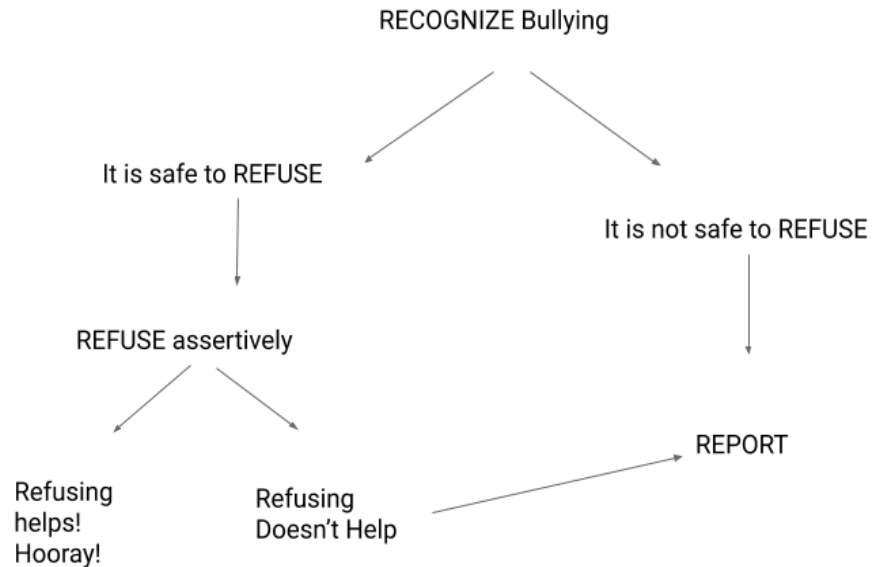
**Report:** If the situation is unsafe, or you have tried refusing and it doesn't work. You can report bullying to an adult anytime, but you should always report bullying **immediately** if:

- You or someone else is in danger.
- Someone is touching or showing body parts, or asking you to touch their body parts, or show your body parts
- Refusing the bullying doesn't work.

When making a report use the 4W's

- Who
- What
- Where
- When

# RECOGNIZE, REPORT, REFUSE



## TECHNOLOGY

Students are not to bring electronic devices, CD players, computer applications (including games), etc. to school unless requested to by the classroom teacher. Bringing toys and games to school can result in loss and/or damage. The school is not responsible for lost or damaged items.

### CELL PHONES

- Cell phones are to be put away in a student's backpack when they enter the building and may not be removed until they leave the building.
- Phones will be turned to vibrate and left in the student's backpack during the school day or turned into their teacher.
- If the phone rings during school hours, the phone will be turned into the office where a guardian will be called to pick it up.
- If a cell phone is out of the backpack and seen by an adult, it will be turned into the office and the guardian will be called to pick it up.

### FIELD TRIPS

- As an integral part of the classroom curriculum, field trips can provide an excellent experience for our students. Parents are welcome to volunteer on field trips as chaperones after a background check has been passed.
- Please remember that off-site field trips, held in public places, are

considered school- sponsored events. Therefore, adults attending or visiting students on a field trip MUST have a current background check on file or will be asked not to attend the trip.

- Students enrolled in Oroville Elementary, teachers, and chaperones will attend field trips.
- **Volunteers are asked to silence their phone, no texting, and no photos or video recordings without teacher and student consent via parent approval document (located in the office).**

### **GENERAL PLAYGROUND PROCEDURES**

- Students are to remain inside the fenced play area.
- The playground supervisor is in charge of the playground and ensuring student safety.
- Injuries must be reported to a playground supervisor immediately.
- Students are to stop playing immediately when the whistle is blown to line up.
- Only safe activities are permitted.
- Throwing of sticks, stones, other objects and snowballs is not permitted.
- School playground equipment is to be shared.
- The use of a hardball is not permitted.
- Valuable toys, CD players, electronic toys, and radios are not allowed on the playground or at school
- Recess infractions are reported to the teacher by the playground supervisor.

## Grading and Conferences

### REPORT CARDS AND CONFERENCES

- All students receive report cards on a quarterly basis in November, January, April and June. Fourth through Sixth grades also receive midterm reports.
- Student-led conferences are held twice a year. Notice is sent home asking for the most convenient day and time for both student and parent to attend.

### STANDARDS BASED GRADING

Standards Based Grading (SBG) is a mastery based grading system that evaluates students' progress towards meeting specific learning targets. SBG provides a better understanding of students strengths and weaknesses while providing specific actionable information to support learning.

- **Exemplary (4)** - Students are meeting grade level expectations with distinction. Performance is characterized by the ability to apply skills with consistent accuracy and independence, and a high level of quality.
- **Proficient (3)** - Students are meeting grade level expectations. Performance is characterized by thorough understanding of concepts and skills.
- **Approaching Proficiency (2)** - Students are progressing toward grade level expectations. Performance is characterized by the ability to apply skills with increasing success. Performance varies regarding accuracy, quality, and level of support needed.
- **Beginning (1)** - Students are not meeting grade level expectations. At this time performance does not demonstrate understanding of basic concepts and skills. Performance is inconsistent even with guidance and support.

## **PUBLIC INFORMATION**

Oroville School District will make public documents available to parents and members of the general public. Any district application and required policies, procedures, evaluations, plans and reports (for all programs including Special Education) will be made available by request, through the superintendent's office.

### **Student Records Policy (Board Policy 3600)**

#### **Summary of Rights**

- Student records are maintained in a secure and confidential manner. Section D (Board Policy 3600) states that each parent of a dependent child has access to the child's pupil records maintained by the district. At a parent request to review records qualified district personnel must be available to interpret the record. After interpretation the parent has the right to request copies of the records or portions of the records at the established school district charge (\$.25 per page) except for copies of restricted test protocols.
  - Section E states that parents may request to amend that portion of the pupil's record which the parent believes to be inaccurate, misleading, or otherwise in violation of the privacy rights of the pupil or parents.
- 
- The parent shall have the right to have reasonable statements added to the record to explain its contents using procedures outlined in Board Policy 3600 Section E. After following that process if the parent feels the outcome is unsatisfactory the parent has the right to file a complaint with the Office of Education regarding alleged violations of the Family Educational Rights and Privacy Act.

#### **Information released as directory information**

- The following information may be disclosed without parental consent unless the parent indicates in writing that such information about the child shall not be disclosed. Directory Information is: student name, honor roll, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, the most recent previous school attended and other similar items.

# TRANSPORTATION

## School Bus

- A student needing to get off at a different stop or to ride a different bus must bring a note to the office and receive a bus pass. Parents needing to make a change during the day may call the office (476-3332) and request a pass. The office will see that the student receives the information if called before 2:30.
- Please remember it is a privilege to ride the bus. Students earning multiple bus referrals for misbehavior may be removed from the bus.

## School Bus Rules

1. We listen to and follow the directions of the bus driver while on the bus.
2. We use proper names and show respect to everyone.
3. Our actions are safe on the bus.
  - Fighting and hurting is not allowed.
  - We will keep hands, arms and head inside the bus at all times. We ask permission to open the windows.
  - We will stay in our seat and remain seated while bus is in motion, not getting on or off until bus comes to a complete stop.
  - We will keep aisles clear of all books and personal belongings
4. We will keep the bus safe by not having anything in our possession that may cause injury. Glass containers are not allowed on the bus.
5. We will respect property by keeping the bus clean. We will not eat on the bus, and will throw trash in the wastebasket, not on the floor or out the windows.
6. We will keep animals off the bus, except for service animals.
7. Smoking is not allowed on school buses, neither is the use of matches, lighters or any type of flame or sparking device.

### **All school rules apply on the bus.**

Any questions related to bus misconduct should be directed to the Director of Transportation who can be reached by contacting the District Office at 476-2281.

# SCHOOL LUNCH PROGRAM

## COMMUNITY ELIGIBILITY PROVISION-2019-2020 SCHOOL YEAR

Community eligibility (CEP) is an option available under USDAs Child Nutrition Programs that allows schools with high percentages of low-income students to **provide breakfast and lunch, at no cost, to all students**, without collecting poverty data from individual families. Direct certification enrollment multiplied by a factor determined by USDA is the sole basis for determining low income enrollment, for purposes of determining the amounts received by USDA for eligible meals served, in schools participating in CEP.

### **Benefits of Community Eligibility Provision:**

- All students receive meals at no charge
- All students receive the benefits of nutritious school meals
- Decreases paperwork for families as no applications need to be completed
- Decreases paperwork for schools with no applications to process and eliminates the verification process.

### **Annual Poverty Data Collection:**

- In Washington State, funding for state education programs, such as LAP, use individual student free and reduced price information. These state funded programs are integral to the success of our school and support students in math and reading. In order to continue to receive funding for our programs, we will need to collect data annually. The Family Income Survey may be used to collect this data.

### **Household Income Survey:**

- Although family income data is not collected through the free and reduced price meals application form in CEP schools, this data needs to be collected in another way in order to determine percentages of economically disadvantaged students for state funded programs that still require this information for funding purposes.
- ALL families with at least one child that is enrolled in school are strongly encouraged to fill out the family income survey. In order to continue to receive funding for Community Eligibility Provisions and state programs, it is imperative that we report correct data by collecting family income surveys.
- Kathy Hughes, the school lunch program secretary, will compile information shared on the Household Income Survey. Personal information will not be provided to outside parties.

### **School Lunch Program:**

- Breakfast and lunch are served daily, with menus sent home monthly. Milk is included.
- The lunchroom is always supervised. The atmosphere in the lunchroom is intended



to be pleasant, relaxed and orderly. Students are expected to follow the established lunchroom rules.

- Breakfast is open to all students. It begins at 8:10 and is over at 8:30 am. On Mondays breakfast begins at 9:10 and is over at 9:30 am.

## **SPECIAL PROGRAMS**

### **Title One School-wide Program**

- The Title One Program is a federally funded program of learning assistance for students. Oroville Elementary has chosen to be a Title One School-wide Program. All students in the school are considered Title One students and are eligible for services. The goal of the School-wide Program is to raise achievement for all students in the school, not just a narrow range of students. All parents are considered Title One student parents and are invited to attend School wide Program Parent meetings.

### **Learning Assistance Program (LAP)**

- This program has similar requirements as the Title 1 program, except Washington State rather than the federal government funds it. LAP allows the school to target an individual grade level when many students are working below grade level or many students need to learn similar skills.

### **H.O.S.T.S. (Help One Student To Succeed)**

- H.O.S.T.S. is a volunteer reading program. It pairs students with a volunteer mentor under school supervision. Mentors are taught the process of working with the students. The coordinator prepares the student work folders, oversees student progress and handles any disciplinary situations which arise. If interested in volunteering, please contact Mary Willey, H.O.S.T.S. Coordinator.

### **Bilingual Program**

- Transitional bilingual services are provided to students with a primary language other than English. The goal is to help the student learn English as rapidly as possible so they can learn in the regular classroom.

### **Alternative Learning Experience (ALE)**

- Alternative Learning Experience (ALE) means a course or, for grades kindergarten through eighth grade level course work, that is a delivery method of basic education and is provided in whole or in part independently from a regular classroom setting or schedule, but may include components of direct instruction. ALE courses are supervised, monitored, assessed, evaluated and documented by a certificated teacher employed or contracted by the school district. ALE courses are provided in accordance with a written student-learning plan.

### **Library**

- The elementary library is open to all students. Teachers sign up for a weekly library period of 30 minutes. Fees are charged for lost books and students may lose the privilege to check out books until the fee is paid.

### **Music and P.E.**

- Students receive either music or physical education instruction each day for 45 minutes.

### **School Supplies**

- Basic school supplies (crayons, pencils, paper, tissues) will be supplied by Oroville School District.
- Additional school supplies may be required.

### **Placement of Students**

- Students are placed in the next year's classes to achieve a balanced classroom in respect to the following criteria: achievement, gender, ethnicity, behavior, special needs and class size. If you have questions about your child's placement, please contact the principal.

### **Student-Parent Compact**

Copies of the Student-Parent Compact will be given to your student(s). These are voluntary commitments between the student, the teacher and the parent to assist in providing and accomplishing the highest level of learning for each student. Please sign and return to your child's teacher.



