



Orin C. Smith Elementary School
Parent/Student Handbook
2019-20 School Year

Orin C. Smith Elementary School
Grades 3, 4, & 5
1240 Bishop Rd.
Chehalis, WA 98532
(360) 807-7225

Brett Ellingson, Principal
Rachel Dorsey, Assistant Principal

www.chehalisschools.org/ose

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INTRODUCTION

We are pleased to welcome all 3rd, 4th, and 5th grade students and their parents to Orin C. Smith Elementary School. We are proud of the role we play in the Chehalis School District and the community of Chehalis, reflecting not only the students' needs, but also the values and beliefs of our community. Our students experience a strong core curriculum, including opportunities to explore areas of special interest and strengths.

At Orin C. Smith Elementary School we help all students achieve greater success. We believe student success grows with:

- **A kind and joyful learning environment.**
- **A safe place where risk-taking and innovation are valued.**
- **An engaging atmosphere of high expectations and a belief that all will achieve.**
- **A cooperative effort between students, staff, parents, and community.**

We are dedicated to the task of giving children the best education possible and helping them fulfill their potential. The goal of our staff is to provide a positive, safe, and secure learning environment for all of our students.

The purpose of this handbook is to share many of the expectations and procedures utilized in our school so that all students can succeed. We appreciate the many parents and community members who regularly participate in the success of our students by volunteering in classrooms, on field trips, and on committee and special projects. Your support and involvement help make Orin C. Smith Elementary School.

Brett Ellingson, Principal

Rachel Dorsey, Assistant Principal

Chehalis School District Mission Statement

The mission of the Chehalis School District, in partnership with the community, is to meet the individual learning needs of students by providing a comprehensive educational program that inspires and prepares them to become responsible, contributing citizens.

Check out the Chehalis School District webpage for district information:

<http://www.chehalisschools.org>

Log onto the Orin C. Smith Elementary School homepage for site information, newsletters, events, and more! Go to the Chehalis School District webpage and look for the Orin C. Smith Elementary School link.

DAILY SCHEDULE

Playground Supervision/Breakfast	7:45 a.m.
Students Enter Building	8:20 a.m.
Tardy Bell/Instruction Begins	8:30 a.m.
3 rd Grade Recess	10:25 - 10:40 a.m.
4 th Grade Recess	10:45 - 11:00 a.m.
3 rd Grade Lunch/Recess	11:15 - 11:55 a.m.
4 th Grade Lunch/Recess	11:45 - 12:25 p.m.
5 th Grade Lunch/Recess	12:15 - 12:55 p.m.
3 rd Grade Recess	1:15 - 1:30 p.m.
4 th Grade Recess	1:35 - 1:50 p.m.
5 th Grade Music	1:25 - 1:55 p.m.
5 th Grade Recess	1:55 - 2:10 p.m.
Dismissal	3:00 p.m.
Office Closes	3:45 p.m.

GRADING PERIODS

1st Quarter

September 3 - November 1

Grades distributed at November conferences

2nd Quarter

November 4- January 24

Grades distributed on January 29

3rd Quarter

January 27 - April 3

Grades distributed on April 13

4th Quarter

April 8 - June 11

Grades distributed on June 11

PARENT/STUDENT ORIENTATION & GRAND OPENING

August 28

OPEN HOUSE

October 17

FALL PARENT CONFERENCES

November 4-8

Chehalis School District Instructional Strategy Goals

IMPROVE student achievement by increasing the quality of instructional practice, classroom organization, professional development, and teaching efficacy.

MODERNIZE instructional practice, improve modeling for students of the power and leverage of technology, improve internal and external communications, and enhance overall district efficiency through the use of technology in everyday teaching and learning activities.

PREPARE Students for Career & College. Students exiting the Chehalis School District will genuinely be prepared to succeed in a meaningful career and/or college by earning a diploma acknowledging this preparedness.

Washington State K-12 Learning Standards

Washington State has established the commitment that all children would achieve at high levels. The Basic Education Act of 1993 established four common learning goals for all Washington students designed to create high quality academic standards and raise student achievement. A national effort is underway to develop Common Core State Learning Standards in English Language Arts and Mathematics for grades K-12.

For more information visit: www.k12.wa.us/corestandards.

Washington State Learning Goals

Four learning goals provide the foundation for the development of all academic learning standards in Washington state:

- **Read** with comprehension, **write** effectively, and **communicate** successfully in a variety of ways and settings and with a variety of audiences;
- **Know and apply the core concepts and principles** of mathematics; social, physical, and life sciences; civics and history, including different cultures and participation in representative government; geography; arts; and health and fitness;
- **Think** analytically, logically, and creatively, and to integrate technology, literacy and fluency as well as different experiences and knowledge to form reasoned judgments and solve problems; and
- **Understand** the importance of work and finance and how performance, effort, and decisions directly affect **future career and educational opportunities**.

These goals provided the foundation for the development of standards, called Essential Academic Learning Requirements (EALRs), and Grade Level Expectations (GLEs) that help define what students should know, understand, and be able to do at each grade level.

Smarter Balanced Assessment

The Smarter Balanced Assessment Consortium is a multi-state consortium working collaboratively to develop a student assessment system aligned with a common core of academic content standards for English language arts/literacy and mathematics. Smarter Balanced assessments are designed to measure student progress toward college and career readiness. Students will take the Smarter Balanced Assessment in the spring.

School-wide Title I

Orin C. Smith Elementary School is committed to working as partners with all members of the learning community: students, school faculty and staff, parents, and the community, to help all students achieve high academic standards. We have established a schoolwide improvement plan which includes goals, strategies, and action plans. This planning process has enabled Orin C. Smith Elementary School to be considered a schoolwide Title I school, which helps us serve all students in need of reading, writing, and/or math intervention assistance. A complete copy of Orin C. Smith Elementary School's Title I Schoolwide Improvement plan is available, upon request, in our office.

Highly Capable Program

The Chehalis School District Highly Capable Program is designed to meet the academic needs of our students in grades K-12 who fall generally in the top 2 percentiles for cognitive aptitude; those assessed to have superior intellectual ability as demonstrated by one or more of the multiple criteria specified in WAC 392-170-040. These students exhibit high capability in intellectual and/or creative areas, possess an unusual leadership capacity, or excel in specific academic fields, thereby requiring services beyond the basic programs provided by schools. More information regarding the Chehalis School District Highly Capable Program is available at www.chehalisschools.org.

COMINGS AND GOINGS

Attendance We ask that every family give school attendance a high priority. Washington state law regarding attendance requires that every person under 18 years of age must attend school and requires verification of absences.

Arrive on time every morning. Please call our school office between 8:00 and 9:00 a.m. to let us know if your child is going to be absent or arrive late that day. We also have voicemail available for your message during non-school hours. This is not only a safety check, but is necessary to meet Washington State attendance laws. We have an automated messaging system that will call your primary number if your child is absent from school. If you do not call or provide us with a note, the absence will be considered unexcused. We are required to report unexcused absences to Juvenile Court in accordance with RCW 26A.225.005-060, the **Becca Bill**.

The Becca Bill states that if your child has one unexcused absence the school will notify you and your child will be subject to disciplinary sanctions. If your child has two unexcused absences in a month, the school will schedule a conference with you and your child to determine a plan to stop the absences. If your child has seven unexcused absences in a month or ten in a year, the school will file a petition with the Juvenile Court. Further issues will be referred to the Community Truancy Board and then to a judge. Your student could be assigned juvenile detention or you could be fined up to \$25 a day for each day they aren't in school. The district may initiate court petition procedures in cases of excessive excused absences, which adversely affect the student's educational process.

Tardies Students who are late to school need to report to the office for an admit slip prior to going to their classroom. If he/she arrives after the morning tardy bell or leaves before the dismissal bell (coded as an afternoon tardy), then he/she is tardy.

The following constitute an excused absence:

- Illness
- Family emergency
- Parent-approved activities agreed upon by the principal prior to the absence
- Participation in a school-approved activity
- Absence resulting from disciplinary action
- Religious observance

If a student will be absent for an extended period of time (5 or more days) parents should contact the school notifying us of the absence and request work for the period of absence from school. The work request should be given to the school several days prior to the first day of the student's absence.

Thank you for your attention and adherence to this attendance policy. To reap the full benefits of the education process, your child needs to be in school.

Attendance Law - Public Notice on Truancy

According to the Washington State Code as stated in Chehalis School District policy, parents of any child eight years of age and under eighteen years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such schools may be in session unless: the child is attending an approved private school, is receiving home-based instruction, or attending an education center as provided in chapter 28A.205 RCW. The Superintendent may grant exceptions under certain specified conditions. According to statute as stated in policy, any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school. Washington state's truancy law, known as the Becca Bill, requires the school/district and the juvenile court to take specific actions when youth are truant.

Homeless Liaison Notification

Chehalis School District provides education to all students living within the district, including homeless students, as part of the McKinney-Vento Homeless Act. Under this Act, homeless children are defined as "individuals who lack a fixed, regular and adequate nighttime residence." The Act provides examples of children who would fall under this definition:

- Children sharing housing due to economic hardship or loss of housing;
- Children living in motels, hotels, trailer parks or campgrounds due to lack of alternative accommodations;
- Children living in emergency or transitional shelters;
- Children awaiting foster care placement;
- Children whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.); and
- Children living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

If you or someone you know in the Chehalis School District needs more information, please contact Brian Adams, Homeless Liaison, (360) 807-7200.

Early Release

If students are to be released early, a note signed by the parent or guardian, must be sent with the student designating the reason, date and time of release. Students will be issued a release slip and will be waiting in the office to be picked up at the designated time. Students will not be allowed to leave school until they are released by the appropriate school personnel and have signed out with the office.

Emergency Information Update

CHANGE OF ADDRESS: Please keep our office informed of any permanent or temporary changes in your emergency information including address, phone numbers (home, cell, or work), and emergency contact people. This is vital in case there is an emergency involving your child during school time.

Emergency School Closures

If it is necessary to dismiss school early due to weather or other conditions, your child will be sent home in the usual manner unless we have been previously notified in writing of an alternate plan. If you need your child to follow an alternate schedule, it is vital that you notify both your child and the school of this procedure, in writing, including the name of the person(s) to whom we are to release your child. We send home on the first day of school an Emergency Release Form. Please fill it out and return it to the school office. Please discuss alternate plans with your child now so he/she will not be confused or upset if an emergency should arise.

Announcements of school closures and late arrivals will be made starting at 6:00 a.m. on: ***KELA-1470 AM, KITI-1420 AM, KMNT-102.9 FM, and LIVE-95.1 FM***, as well as being posted on the District's website. An automated phone call will alert you of school closures also. Please do not call the transportation office. All after school activities will be canceled in the event of a full-day closure or early release.

Legal Issues

CUSTODIAL PARENTS: If you possess a restraining order against a non-custodial adult, it is vital that you provide our school's office with a current registered court document that clearly outlines the restrictions or restraints. We are legally unable to deny parent contact with a child unless the proper documents are on file in our school.

SECOND HOUSEHOLD: We are always happy to send non-custodial parents copies of report cards, mid-terms, newsletters, and school picture information. Please call our office with the name and address of the non-custodial parent if you would like us to provide this service.

Going Home with Friends

Students who wish to go home with a friend must have a note from their parent giving them permission. The note is to be presented to the teacher and will be sent to the office with the attendance in the morning. Except for emergencies or unusual situations, the school phone is not available to seek permission from parents once the child is at school.

Transportation

BUS SCHEDULE: Please call the Chehalis-Centralia Transportation Cooperative, (360) 330-7628, for all transportation questions. Information regarding stops, times, conduct, and bus changes come from the cooperative. If students need to take a different bus to another location after school, parents need to send a note to school which includes the date, address, route number if known, and the child's first and last name since it may differ from the parent's last name. If the child is going home on the bus with a friend, include the friend's first and last name also.

WALKERS AND PRIVATE TRANSPORTATION: Children who walk or ride their bike home, who get picked up at the Olympic parking lot, Smith Elementary parking lot, or at the Lintott Elementary parking lot, are dismissed at 2:50 p.m. Students who ride the bus to the Boys and Girls Club are also dismissed at 2:50 p.m. All other bus riders are dismissed at 3:00 p.m. Please ensure your child knows how he/she is to get home daily. If it's different than their normal routine, please send a note with your child or call our school office prior to 2:30 p.m. Should the plan change after your child has arrived to school that day, or you need to pick up your child early, please also call the school office prior to 2:30 p.m. Thank you for your cooperation.

WINTER BUS ROUTES: During inclement weather conditions, buses may be running late or running on winter snow routes. In early November, school bus drivers will distribute winter snow route schedules to all students affected by the change. Also refer to "*Emergency School Closures*", Page 6 and above.

Visitors

We ask that all volunteers and visitors in our building check in at the office first, sign in, and wear our red visitor's pass. This will identify them as a "safe person" to be in our school.

We do not allow student visitors to attend classes with our students. The visiting child is unfamiliar with our school format, causing him/her to easily become bored and disinterested, which is disruptive for our students, the teacher, and the learning process.

GENERAL INFORMATION

Child Safety

Your child's safety is our greatest concern. The Chehalis School District and Orin C. Smith Elementary School have worked hard to improve the safety of its students and staff. We feel our school is a safe, secure, and nurturing place to learn. We have taken several steps to increase our level of security at Orin C. Smith Elementary School, including securing the outside doors, requesting that all visitors check in at the office and pick up a visitor pass, and developing and practicing detailed lockdown procedures. Parents and students are strongly encouraged to notify the school (our voicemail is on during non-school hours) regarding safety or security issues. If you feel there is even a remote possibility of a situation developing, you need to notify the school immediately. We would rather check what turns out to be a false alarm than not know about something that could have been prevented. Your child's safety continues to be Chehalis School District's highest priority.

Dress & Appearance

STANDARDS: Students at Orin C. Smith Elementary School are expected to behave and dress in a manner that creates an appropriate, safe, and secure learning environment that is free of violence, drugs, and fear. Students are expected to abide by district, building, and classroom rules that will allow for this type of environment. Students should refrain from wearing clothing with inappropriate logos or messages (e.g. dealing with alcohol, drugs, etc.). Clothing should cover the child's body. Tube tops, low-cut shirts, short-shorts, spaghetti straps or narrow tank top straps, or other clothing that exposes the midriff or other private body parts are not permitted at school. Flip-flops or high heels can be unsafe at school. If your child comes to school with clothes that are deemed unsafe, inappropriate, or distracting to the learning environment, you will be called to bring in alternate clothing, or your child will be allowed to borrow from the PTA Helping Hands Closet should we have something available.

NO HAT POLICY: We have a "NO HAT" (including all head wear) policy at Orin C. Smith Elementary School with the exception of wearing a stocking cap for warmth during recess on very cold days. When our students wear hats and other head wear during the school day, numerous conflicts have occurred. These conflicts are disruptive to learning and the orderly running of our school.

Personal Electronic Devices Policy

1. Students may not connect any personal electronic devices (PEDs) to the Internet while on campus or use them for any purpose other than displaying reading material.
2. Orin C. Smith Elementary School is not responsible for theft, loss, or damage to PEDs. Elementary students are not allowed to use locks on their lockers.
3. Cell phones that are brought to school need to be turned off during the instructional day and kept out of sight.
4. Use of PEDs for gaming is prohibited.
5. Students may not use the camera features of PEDs without the consent of a staff member and the person being photographed or videotaped.
6. PEDs may be confiscated at any time if these guidelines are not followed.

The school policy on these devices will continue to evolve with the technology. If you have questions or wish to comment on this policy, please give us a call at (360) 807-7225.

Drills

Periodically we will practice fire, earthquake, and intruder or lockdown drills with our students. We always try to provide students with a means to understand and react in an emergency situation. Therefore, we will practice a number of potential situations throughout the school year.

Should an Emergency Occur

- Be prepared and ensure the school office has an updated listing of emergency contact information for your child.
- Parents and guardians are encouraged to listen to the radio for directions.
- Calling the school? Sorry, we have a limited number of lines so calls might not be able to go through. We will try our best, however, to answer all calls.
- There will be a centralized checkout or command center should an actual emergency occur. Parents need to go to the command center to check out and pick up students.
- Students may be escorted or transported off campus for safety reasons.

Field Trips

Field trips are an important part of the elementary school program. For students to participate they must have written permission from their parents/guardians. Students who do not have a signed permission slip by the morning of the field trip will not be allowed to participate. Students who continually exhibit disruptive behaviors may also lose this opportunity. All school rules apply during field trip activities.

Box Tops for Education

Orin C. Smith Elementary School saves box tops for education. We receive ten cents per box top, so please save your box tops for education and turn them in at the school office. The funds from the box tops support our classroom ASB activities.

Guest Teachers

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A guest teacher is an important visitor whose impression of our school will be carried into the community. Be certain that these are good impressions by being polite, helpful, and as considerate as you would be to your regular teacher.

Health and Medical

CHILD ABUSE AND NEGLECT: All school personnel are required by law to report suspected child abuse and neglect concerns to Child Protective Services.

FREE MEDICAL COVERAGE: You may be eligible for free medical coverage including glasses, prescriptions, dental and more. Eligibility is based on income. Information and applications are available in our school office or by calling 1-877-KIDS-NOW (1-877-543-7669).

HEALTH CONCERNS: Please notify our school nurse or the office if your child has any health problems such as severe allergies, asthma, diabetes, etc., that may require emergency treatment while at school.

HEALTH CURRICULUM:

- **3rd & 4th Grades** - Hygiene, nutrition, and exercise will be taught throughout the school year during health/fitness classes.
- **5th Grade** - Our 5th grade students have a unit of study on Growth and Development and AIDS education. As part of the presentation and in responding to questions the students ask, various topics including physical changes in males and females during puberty, human reproductive organs, menstruation, and pregnancy, will be discussed. Students will be given fact-based answers to their questions that 5th graders can understand. Information on these two programs will be sent home prior to the lessons.

IMMUNIZATIONS: Only children having signed immunization forms showing proof of immunization status may enter school. Please notify the school when your child receives additional vaccinations so they can be recorded on his/her CIS form. A child's signed proof of immunization or certificate of exemption shall be given to the school prior to or on the first day of school.

INJURIES: If a child is injured at school, we will administer first aid immediately, and depending on the seriousness of the injury, the parent/guardian will be contacted and appropriate steps will be taken. School insurance is available at a reasonable rate. Contact our office for further information.

MEDICATION: If your child needs to take prescription **and/or** non-prescription medication during school hours, please obtain an “**Authorization for Administration of Medication**” form from our office. In accordance with state law, this form **must** be completed and signed by **both the parent and doctor** for all prescription and non-prescription medications that need to be administered to your child while at school. **No medications can be given without this completed form.** All medications given at school need to be in an original container; ask your pharmacist to provide you with two containers.

ILLNESS: The following symptoms may indicate that a child is contagious and should not come to school:

- Fever of 100 degrees or higher. Students should be fever-free without medication for 24 hours before returning to school.
- Nausea, vomiting, or diarrhea. Students should be free of vomiting or diarrhea for 24 hours before returning to school.
- Skin rash of unknown origin.
- Red, watery eyes (NOT caused by allergies) or eye discharge, especially if the eye is crusty or glued shut in the morning.

HEAD LICE: Periodic checks may be made by the school nurse, health room assistant, or designee for head lice and/or their eggs. If live lice or lice eggs are present on your child, he/she will be sent home for treatment and egg removal. Parents must bring back their child to the school office after treatment and egg removal for a head lice check before coming back to school.

Home Schooling

State law requires that each parent whose child is receiving home-based education must **annually** file a signed declaration of intent that he or she is planning to have his or her child receive home-based instruction. This statement is to be filed by September 15th at the District Office.

Learning by Choice

What is Choice? Washington State law allows parents to select which public school(s) their children will attend, within certain limitations. The school district is not required to accept a student if space is not available or if the student will create a disruptive environment at the school. The district may also determine not to accept choice students on the basis of financial hardship to the district. Parents must request release from the school in the district they reside and request acceptance from the district in which they want to enroll their children, prior to the first day of school. This must be done **annually**. Additional information on enrollment options, including private schools, home schooling, and dropout prevention, is available at the Chehalis School District office.

Lockers

The school provides lockers for student use. Please ensure your child's backpack doesn't have a hard backing or wheels so it can fit inside his/her locker. It is not necessary to have a lock on the locker. Students need to have the means to open the lockers on a daily basis. Lockers are property of the school district and are inspected periodically.

Lost & Found

If you find articles that are lost please take them to the office. Lost articles may be claimed upon proper identification in the office. It is strongly recommended that you have articles of clothing and all possessions clearly marked with student's name. Those articles not claimed within reasonable time will be donated to charity.

Meals

BREAKFAST AND LUNCH: Both breakfast and lunch are served at Orin C. Smith Elementary School. Our food service team provides meals based on dietary guidelines developed by the U.S. Department of Agriculture (USDA) to reduce the fat content of school meals. Breakfast is served at 7:45 a.m.

FREE AND REDUCED MEALS PROGRAM: Application forms for free and reduced meals are available in our school office. Only one form needs to be filled out per family. Submit the form to one of your children's school offices. The office personnel will ensure that it is sent to our district office for processing, and the district office will contact you with your eligibility. Good nutrition is vital to the growth of children. We heartily support this program and encourage you to take advantage of this opportunity.

If you qualify for Free or Reduced meals, your child(ren) may also qualify for free medical coverage. Contact our school office for information and an application.

Media Recognition of Students

During the course of the school year, our students are often involved in activities featured in news articles and possibly pictures. Also, our school's parent bulletin/newsletter may include pictures of your child, as well as school and district webpages. If you **do not want** your child/student individually identified by name, please notify our office in writing at your earliest convenience. This excludes group pictures where students are not personally identified.

Nuisance Items

Any items that are disruptive to the educational process will be confiscated. Please leave these items at home. Items may include, but are not limited to personal electronic devices, laser pointers, rubber bands, cell phones, white-out, Yugi-Oh type cards, etc.

Parent/Teacher/Student/Community Communication

COMMUNICATION: Please feel free to contact any school personnel to clarify any questions or concerns. The staff is very interested in establishing open and honest communication with parents. Building and classroom bulletins and newsletters are sent home regularly to keep you informed. Individual parent-teacher conferences will be conducted as needed during the year.

PARENT BULLETINS: Parent Bulletins are sent home with your child around the first school day of October and November then every other month thereafter. They contain important information about the current activities at Orin C. Smith Elementary School and a calendar of events. If you do not receive one, please call our school office or visit our website at www.Chehalisschools.org and look for the Orin C. Smith Elementary School link to view a copy of the bulletins.

School Parties

Special occasions, such as birthdays, are reason to celebrate. However, in the interest of sensitivity to the feelings and needs of all children, you are asked not to bring gifts or invitations for parties, unless all children in the class are invited. We feel the school setting is not the appropriate place for families to celebrate by decorating their child's desk or locker. Parents are welcome to join their child for lunch or **supply treats for their child's classroom. If parents wish to do this, please arrange it through your child's homeroom teacher in advance. Due to health concerns, our school district policy is to only allow commercially prepared treats. Delivery of flowers, balloons, etc., for children during the school day is discouraged because it can cause a disruption in the learning process in the classroom. Also, for safety reasons, balloons and glass vases are not allowed on school buses. Parents will need to arrange alternative transportation.**

VOLUNTEER PROGRAMS

DISTRICT VOLUNTEER PROGRAM: Parents are invited to participate in our volunteer program that is designed to use your skills and talents. Volunteers play a vital role in the success of our educational program. If you are interested in volunteering anytime during this school year, you must complete a Washington State Patrol background check and volunteer form; both are available in our office. Return them to your child's teacher, or to the school office.

STUDENT VOLUNTEERS: Students may volunteer to work in various positions during school recess times. Available jobs include: lunchroom helper and office helper. These programs encourage good work habits and students are responsible for getting their required schoolwork done in order to participate.

ACADEMICS & STUDENT PROGRAMS

Orin C. Smith Elementary School is comprised of ten 3rd grade classrooms, nine 4th grade classrooms, and eight 5th grade classrooms, as well as one specialized learning center classroom. Our approximate enrollment is 625 students. The homeroom teacher teaches basic academic subjects – Reading, Writing, Math, Science, and Social Studies. Specialists teach Health and Fitness (P.E.), Music, and Library. Other special programs offered by the Chehalis School District for our students are: Learning Support, Reading and Math Intervention, and ELL (English Language Learners). The staff also consists of a counselor, nurse, several educational paraprofessionals, playground assistants, office personnel, custodians, and kitchen personnel. All of our staff is dedicated to making your child's learning experience a positive one.

5th Grade Music

Beginning band, strings, and choir are offered in the Chehalis School District starting in the 5th grade. All students are required to participate in 5th grade music; 5th graders have music for 30 minutes each day.

Homework

Home study is a necessary part of each child's educational program. Each student is expected to spend some time each night, including at least 20 minutes of reading, completing assignments for school studies. Regularly scheduled homework time is beneficial in creating the proper atmosphere and making study a priority. The cooperative efforts between student, teacher, and parents, help the student get off to a successful start. However, if homework becomes a time consuming burden night after night, please notify your child's teacher.

Library & Textbooks

Students are encouraged to check out library books during their weekly library class. The books are due back for class the following week. Students are expected to use library books and classroom books with care. If books are lost or damaged, students are expected to pay the replacement costs. Report cards may be held until payment is made.

Report Card Grading and Performance Levels

The Measurement of Student Progress reports a student's scores in five performance levels. Definitions of these levels and Chehalis School District grading are given below. These academic performance levels are based on end-of quarter expectations.

- 4:** Student consistently demonstrates an in-depth understanding of standard.
- 3:** Student frequently demonstrates an in-depth understanding of standard.
- 2:** Student occasionally demonstrates an in-depth understanding of standard.
- 1:** Student rarely demonstrates an in-depth understanding of standard.
- X:** Does not meet standard-consistent lack of involvement in learning.

Reporting Periods

Orin C. Smith Elementary School operates on quarter grading periods. Students will receive report cards in November, January, March, and June.

Social Skills Program

Our Health and Fitness teacher also teaches our Social Skills program to all 4th and 5th grade classrooms. Lessons are taught monthly. Topics include: Following Directions, Showing a Good Attitude, Taking Responsibility, Accepting Consequences, Internet Safety, and Bullying.

State Assessment

All students enrolled at Orin C. Smith Elementary School will participate in the state assessments administered in the spring. Results will be sent home once they are obtained. Parents and students with questions about the state assessments and the results should contact the office. These assessments provide students, parents, and the school with a wonderful opportunity to help assess student learning. Teachers provide students with regular classroom assessments as well.

Student Council

The purpose of the Orin C. Smith Elementary School Student Council is to provide a foundation for future citizenship of our students and to promote the general welfare of the school by developing and fostering school spirit, involving students in the formation of wholesome activities, and by being a part of the community through appropriate service projects.

The Student Council consists of a representative from each homeroom. Representatives meet monthly (from October-May) to discuss, plan, and carry out a variety of activities, assemblies, and projects.

EXPECTATIONS & DISCIPLINE

The staff at Orin C. Smith Elementary School maintains high expectations for our students in terms of academic growth and behavior. Appropriate behavior shall be emphasized at all times. No one should act in a way that detracts from student learning.

The staff, students, and parents want Orin C. Smith Elementary School to be a place where students are able to learn and achieve their maximum potential in a positive and productive learning environment. Appropriate behavior shall be emphasized at all times. People at Orin C. Smith Elementary School have self-discipline and take responsibility for their own behavior.

We treat others with dignity and respect. Our ultimate goal in the area of student behavior, dress, and discipline is for all students to develop self-discipline, become independent, be responsible, and contribute to our society. We show respect for self, classmates, staff members, other people in our school, and school property by being courteous, considerate, and cooperative. Each teacher has developed a Classroom Management Plan that establishes the expectations for individual classrooms.

Every year the staff reviews and revises our behavior expectations, guidelines, and procedures in an effort to work more effectively with our students in this important area. Copies of the *Orin C. Smith Elementary School Discipline Plan* is available at the school office.

Student's Rights (from WAC392.400.215)

In addition to other rights established by law, the following shall be substantive rights of students in the Chehalis School District:

1. No school district shall deny any pupil equal educational opportunity or discriminate against any pupil because of national origin, race, religion, economic status, or sex.
2. No pupil shall be denied such opportunity solely because of pregnancy, marital status, previous arrest or incarceration.
3. Pupils shall have the rights to freedom of speech and of the press and the right to peaceable assembly and to petition the government and its representatives for redress of grievances.
4. Pupils shall have the right to be secure in their person, papers, and effects against unreasonable searches and seizures.
5. No student shall be deprived of educational opportunity by a school without due process.

These rights mentioned above are subject to the Chehalis School District's authority to make reasonable rules and regulations safeguarding the health, safety, and rights of students, teachers, administrators, parents and the community at large. Specific details regarding each of the above rights can be found in the **Chehalis School District Policy Manual** available at the district office.

Due Process

Students have the rights of citizenship as defined by the US Constitution and its amendments. These rights may not be abridged, obstructed, or in other ways altered, except in accordance with the due process of law. School authorities must show that actions of students are a detriment to themselves, interfere with the rights of others, or create a disruption of the educational processes. The rules, regulations and due process procedures of the Chehalis School District are designed to protect all members of the educational community: students, teachers, parents, and administrators in the exercise of their rights and duties.

Administrators and teachers are charged with the following duties:

1. To maintain a safe & healthy environment;
2. To see that what goes on has a legitimate educational purpose;
3. To minimize property loss or damage; and
4. To eliminate any serious disruption of the educational process.

Definitions of discipline, suspension, expulsion, and due process limitations and conditions are spelled out in detail in the **Chehalis School District Policy Manual**.

Student Conduct

Students are recognized as having rights and responsibilities like any other US citizen. The Chehalis School District respects their right to an education and rights of citizenship. It shall be the responsibility and duty of each student to pursue their course of studies, and comply with written rules of the Chehalis School District.

The rules, regulations and due process procedures of the Chehalis School District are designed to protect all members of the educational community, students, teachers, parents, and administrators in the exercise of their rights and duties. Pursuant to Chapter 180-40 of the Washington Administrative Code, the following rules governing the conduct of all students enrolled at Orin C. Smith Elementary School, including special programs, have been adopted. All students who attend Orin C. Smith Elementary School shall comply with these rules and regulations as well as the Chehalis School District "Policy Defining Student Rights and Student Disciplinary Sanctions" (copies are available in the district office), and shall

submit to the reasonable directions of school employees. Refusal to comply with directions of school authorities shall constitute cause for discipline, suspension, or expulsion. Such rules shall apply:

- a. On the school grounds before, during, or after school hours.
- b. On the school grounds at any other time when the school is being used by a school group.
- c. Off the school grounds at a school activity, function or event, including while students are participating in or representing the school in school sponsored events.
- d. Off the school grounds when the prohibited behavior is consequence of, or directly related to, causes or events, which occurred or originated on school grounds.
- e. Off the school grounds when the student is en-route between home and school, including bus stops.

Prohibition of Harassment, Intimidation, and Bullying **(Chehalis School District Board Policy 3207)**

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional 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 race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- 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, and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical or electronically transmitted messages or images.

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.

Training

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.

Prevention

The District will provide students with strategies aimed at preventing harassment, intimidation, and bullying.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of District policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

Civil Rights Compliance Coordinator: Ed Rothlin, Superintendent
310 SW 16th Street, Chehalis, WA 98532 (360) 807-7200

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Student Recognition Program

Orin C. Smith Elementary School has a varied reward and recognition program. Students are recognized in homeroom and grade-level activities for positive behavior, excellent attendance, getting work turned in on time, being a student volunteer, and other special awards. School-wide reward activities include: Kiwanis Terrific Kids, Cougar Cards, Super Readers, and Orin Smith Character Rewards.

1. Be Kind
2. Be Safe
3. Be Respectful
4. Be Responsible

Behavior Expectations

The main reason we are in school is to learn. To keep the school a safe and enjoyable learning atmosphere, we have four behavior expectations that permeate all we do here at Orin C. Smith Elementary School - in the classroom, in the halls, in the lunchroom, on the playground, and while waiting for and riding the bus. These expectations are: Be Kind, Be Safe, Be Respectful, and Be Responsible.

Student Misconduct & Levels of Corrective Action

Level 1 - Classroom Level - Yellow Card / Formal Warning

- Classroom Disruption
- Disrespectful Behavior
- Not Following Directions
- Poor Behavior Outside of the Classroom

Level 1 YELLOW CARD Orin C. Smith Elementary School		
Student's Name	Date	Homeroom Teacher
Reason(s) for this Notice: <input type="checkbox"/> Classroom Disruption <input type="checkbox"/> Not Following Directions <input type="checkbox"/> Disrespectful Behavior <input type="checkbox"/> Poor Behavior Outside Classroom		
Specifics/Comments:		
Staff Signature:		
Student Signature:		
Parent Signature:		

Level 2 - Behavior Consequence - Office Referral / Parent Notification

- Continual Disobedience
- Continual Disruptive Behavior
- Third Yellow Card
- Cheating / Forgery / Lying
- Disorderly Conduct / Horseplay
- Disrespectful Behavior
- Profane / Vulgar / Insulting Language

Student's Name	OFFICE REFERRAL Level 2	Date
Homeroom Teacher	Orin C. Smith Elementary School 1240 Bishop Rd. Chehalis, WA (360) 807-7225	Time Sent to Office / Arrived
Issuing Staff Member		Time Due Back to Class / Sent
Notice to Parents:		
1. The purpose of this notice is to inform you of behavior your child exhibited that warranted a short-term removal from the classroom, activity, or recess. 2. Please sign and return this notice.		
Reason(s) for this notice: <input type="checkbox"/> Continual Disobedience <input type="checkbox"/> Cheating / Forgery / Lying <input type="checkbox"/> Disrespectful Behavior <input type="checkbox"/> Continual Disruptive Behavior <input type="checkbox"/> Disorderly Conduct / Horseplay <input type="checkbox"/> Profane/Vulgar/Insulting Language <input type="checkbox"/> 3 rd Yellow Card		
Specifics / Comments:		Consequence:
Staff Signature:	Student Signature:	Parent Signature:

White – Parent Copv Yellow – Teacher Copv Pink – Office Copv

Level 3 - Principal Level - Conduct Report / Parent Conference, etc.

- Aggressive Behavior
- Bullying
- Defiance
- Excessive Disruptive Conduct
- Fighting / Assault
- Harassment
- Intimidation / Threats
- Stealing / Theft
- Paraphernalia
- Leaving Classroom / School Campus
- Vandalism / Destruction of Property
- Weapons / Dangerous Items

Student's Name	Conduct Report Level 3	Date
Homeroom Teacher	Orin C. Smith Elementary School 1240 Bishop Rd. Chehalis, WA 98532 (360) 807-7225	Issuing Staff Member
Notice to Parents:		
1. The purpose of this notice is to inform you that your child exhibited behavior that posed a danger to him or herself and/or others, or constituted a major disruption to the educational process. 2. Behaviors resulting in a Conduct Report are "suspendable" actions that warrant serious disciplinary considerations. 3. Please sign and return this notice.		
Reason(s) for this notice: <input type="checkbox"/> Aggressive Behavior <input type="checkbox"/> Fighting / Assault <input type="checkbox"/> Paraphernalia <input type="checkbox"/> Bullying <input type="checkbox"/> Harassment <input type="checkbox"/> Stealing / Theft <input type="checkbox"/> Defiance <input type="checkbox"/> Intimidation / Threats <input type="checkbox"/> Vandalism / Destruction of Property <input type="checkbox"/> Excessive Disruptive Conduct <input type="checkbox"/> Leaving Classroom / School Campus <input type="checkbox"/> Weapons / Dangerous Items		
Describe the specific behavior(s):		
Action(s) taken to correct behavior(s): <input type="checkbox"/> Standard Classroom Management Practices <input type="checkbox"/> Goal Sheet Used <input type="checkbox"/> # of Yellow Cards <input type="checkbox"/> Behavior Plan Used <input type="checkbox"/> # of Office Referrals <input type="checkbox"/> Isolated from Situation <input type="checkbox"/> Detained From Recess <input type="checkbox"/> Previously Sent to Office / Principal <input type="checkbox"/> Parent Notified of Concern <input type="checkbox"/> Referred to School Counseling <input type="checkbox"/> Parent Conference <input type="checkbox"/> Other:		
Issuing Staff Signature/Date:		
Principal Action(s): <input type="checkbox"/> Conference with Student <input type="checkbox"/> Phoned Parent/Guardian <input type="checkbox"/> Conference with Teacher <input type="checkbox"/> Letter to Parent/Guardian <input type="checkbox"/> Conference with Parent/Guardian <input type="checkbox"/> Short-Term Suspension ____ day(s) <input type="checkbox"/> Referred to Social Skills Classroom <input type="checkbox"/> Re-entry Date: _____ <input type="checkbox"/> Referred to School Counselor <input type="checkbox"/> Other Action Taken: _____		
Any further incidents may result in:		
Principal Signature/Date:	Student Signature/Date:	Parent Signature/Date:

The above can result in short or long-term suspension.

Drugs/Alcohol/Tobacco - Parent-Student Notification

The Chehalis School District Board has designated the district as a tobacco and drug-free school environment. This designation is consistent with the philosophy that student use of drugs or alcohol is a hazard to good health and to the development of student learning. It is also illegal. **The possession, distribution, or use of tobacco, drugs or alcohol by students at school or school-sponsored events will not be tolerated.** Any such violation will result in parent/guardian notification, police referral and some form of suspension or expulsion from school, as well as a referral to the district's drug/alcohol intervention specialist.

Nondiscrimination Statement/Equal Opportunity Employment Notice

Chehalis School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

El Distrito Escolar de Chehalis no discrimina en ningún programa o actividad por sexo, raza, credo, religión, color, origen nacional, edad, estado veterano o militar, orientación sexual, expresión o identidad de género, discapacidad o el uso de un Guía de perros entrenados o un animal de servicio y proporciona igual acceso a los Boy Scouts y otros grupos juveniles designados. Los siguientes empleados han sido designados para manejar las preguntas y quejas de supuestas discriminaciones:

Title IX Coordinator

Jeff Johnson

310 SW 16th Street

Chehalis, WA 98532

(360) 807-7235

jjohnson2@chehalisschools.org

Section 504/ADA Coordinator

Loretta Duncan

2025 SW Salsbury Ave.

Chehalis, WA 98532

(360) 807-7245

lduncan@chehalisschools.org

Civil Rights Compliance Coordinator

Ed Rothlin

310 SW 16th Street

Chehalis, WA 98532

(360) 807-7220

erothlin@chehalisschools.org

Harassment

It is the policy of the Chehalis School District to maintain a positive and productive education and working environment free from religious, racial or sexual harassment. The District prohibits any form of religious, racial and sexual harassment or violence involving students, employees or others participating in school district activities. Engaging in harassment activities will result in appropriate discipline or other appropriate sanctions against offending students, staff, contracted service providers, parents or others participating in school district activities. Incidents of harassment should be immediately reported to the building supervisor if available, or to the compliance officer, Ed Rothlin, Superintendent, at the District Office. All formal complaints shall be made in writing.

All certificated staff members share legal responsibility for reporting suspected child abuse including allegations of sexual harassment or inappropriate sexual relations with other students or adults.

References: Chehalis School Board Policies 3207 and 6590 - posted in District buildings
State of Washington Code of Professional Conduct

Complaint Procedure

You can report discrimination, discrimination harassment and sexual harassment to any school staff member or to the district's Title IX Coordinator, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online at www.chehalisschools.org.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Coordinator, or Civil Rights Compliance Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly. You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | Fax: (360) 664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit <http://www.k12.wa.us/Equity/Complaints.aspx>, or contact OSPI's Equity and Civil Rights Office at (360) 725-6162/TTY: (360) 664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

(206) 607- 1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800- 233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Weapons

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 receive a one year mandatory expulsion for firearms." RCW 28A.600.420 and Chehalis School Board Policy 4210.

The Superintendent or designee must promptly notify the student's parent(s) and law enforcement concerning the firearms violation.

The expulsion may be modified by the school district's chief officer or designee on a case-by-case basis.

Possession includes, but/and is not limited to: having a weapon on district property or at a district-sponsored event located: (a) in a space assigned to a student such as a locker or desk; (b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); or (c) under the student's control or accessible or available, such as hidden by the student.

A weapon includes, but is not limited to: (a) a firearm which is a weapon or device from which a projectile may be fired by an explosive; or (b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns; or (c) a sling shot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon; or (d) a sling shot, which is a forked piece of wood, plastic or metal having an elastic band fastened to the prongs for shooting small stones, metal balls, or pebbles; or (e) a club, chains or metal knuckles; or (f) a device commonly known as "throwing stars," which are multi-pointed metal objects designed to embed upon impact from any aspect; or (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (h) a dirk, which is a type of dagger; or (i) any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope or other means; or (j) any other item (such as fingernail clippers with a nail file and/or pointed, that could be used in a threatening manner).

PARENT INVOLVEMENT PLAN

Orin C. Smith Elementary School actively pursues and encourages parental and community involvement.

Parent Involvement Opportunities:

Although parent classroom helpers are always needed and utilized, the goal of the Orin C. Smith Elementary School schoolwide plan is to involve parents and community members in a number of different ways.

The following parent/community involvement opportunities will be implemented and continue on an ongoing basis:

- Active recruitment and training of volunteers from a pool of parents and community members.
- An annual parent survey.
- Community partnerships consistently developed in order to promote learning opportunities throughout the local community.
- Orin C. Smith Elementary School will increase opportunities for families to participate in school activities and will facilitate understanding of school policies, learning strategies, and statewide education reform.
- Staff will increase the number of and variety of opportunities for families to participate within the school community.
- Staff will increase volunteer opportunities within the school environment.
- Staff and administration will develop and utilize a schoolwide compact that will be distributed and collected during the Open House and parent-teacher conferences conducted in the fall.
- Administration will increase the number of opportunities for families to meet with school personnel and will facilitate home / school communication.
- Students will be active participants in the communication link between school and home.
- Parents will have opportunities to actively communicate concerns, participate in school events, and will be continually informed via written communications (such as classroom newsletters, school newsletters, and PTA publications).
- Orin C. Smith Elementary School actively involves its PTA and parent organizations. Volunteers are fully utilized and strong bonds between volunteers and school staff are promoted.

Parent Education

Orin C. Smith Elementary provides parent assistance and training in reading and math intervention, and various other academic skills through our Education Celebrations held at various times throughout the year.

Communication

Communication with parents, both verbal and written, is currently provided through the following informal and formal communication forms:

- Parent nights will be scheduled during the school year. Students (and parents) will be invited based on reading, writing, and math skills that need to be developed. Parents and students will attend sessions focusing on these skills - developing and reinforcing them.
- Parent/teacher conferences will take place in November and in March.
- A student/parent compact will be provided for students entering the intervention (acceleration) program. This compact will list responsibilities of each party that are necessary to achieve success.

- Standardized, regular progress reports (report cards) will be sent home for each student. The intervention specialists will provide progress reports for students in the intervention (acceleration) program.

Input and Evaluation

Orin C. Smith Elementary School desires regular input from parents and members of the community. Yearly climate surveys, regular involvement, and proactive communication help facilitate this input.

By the beginning of each school year, parents will have completed a survey to determine the success and/or usefulness of the programs at Orin C. Smith Elementary School. This feedback will be utilized, along with staff observations and student data, to adjust current programs and enhance student/family-centered learning on an ongoing basis.

Title I, Part A, Highly Qualified Teachers (Chehalis School District Board Policy 4130)

Notification to parents informing them that they can request the following information regarding instructional staff who work with their children:

- Whether or not the child's teacher has met state certification for the grades and subjects she/he is teaching.
- Whether or not the teacher is working with an emergency or conditional certificate where state certification criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held, including field of discipline of the certificate or degree.
- If the child receives instructional services from a paraeducator, the paraeducator's qualifications.

Orin C. Smith Elementary School Community Partners

Blue Earth Farms, Box Tops for Education, Boys & Girls Club, DaySpring Baptist Church, Campfire, Cascade Mental Health, Chehalis Police and Fire Departments, Chehalis PTA, City of Chehalis Department of Community Services, Human Response Network, KITI Radio Station, Kiwanis Club, L & E Bottling, Lewis County Health Department & Immunization Clinic, Port Blakely Tree Farm, Rotary Club, Sahara Pizza, Timberland Regional Library, and various other community organizations and individual volunteers.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) - PUBLIC NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Chehalis School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Chehalis School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Chehalis School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

The Chehalis School District has designated the following information as directory information: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended

In order to exercise refusal to release directory information, the school district, within ten (10) days of the publication of this notice, shall receive written refusal by the student's parent/guardian or student if he/she has reached the age of 18. Such written notice shall be addressed to the District's Title IX officer listed below:

Jeff Johnson
Chehalis School District
310 S. W. 16th Street
Chehalis, Washington 98532
(360) 807-7200

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
(Chehalis School District Board Policies 3230, 3231, and 4040)

TECHNOLOGY ACCESS RELEASE

The Chehalis School District technology network (district network) includes services to and on the local area network. These services include, but are not limited to, printing, storing documents and file sharing. The district network also includes services provided through the K20 network, such as access to public networks, including the Internet. I understand, and agree with, this document as a condition of my right to use the district network services.

1. I will abide by the district network Acceptable Use Agreement.
2. Network administrators have the right to view any material stored on any district network device. Network administrators have the right to edit or remove any material they, or their superiors (in their sole discretion), believe may be unlawful, obscene, abusive, or otherwise objectionable. I hereby waive any right of privacy, which I may otherwise have, to such material.
3. Chehalis School District, nor any of its providers, will be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the district network, including access to public networks, without limitation.
4. The Chehalis School District, nor its providers, warrants that the function of district network, nor any networks accessible through district network, will meet any specific requirements, or that access will be error free and uninterrupted.
5. The Chehalis School District, nor its providers, shall be held liable for damages, direct or indirect, incidental or consequential damages while using the district network. This includes, but is not limited to, data or information loss.
6. Use of the district network is a privilege, not a right, and can therefore be revoked by network administrators at anytime for violation of this, or the Acceptable Use Agreement. Network administrators may consult with District Office and/or Building Administrators to determine what constitutes a violation.
7. The Chehalis School District reserves the right to revise, modify and update the Technology Access Release and/or the Acceptable Use Agreement.
8. I hereby release the Chehalis School District, network administrators, operators and any institution, which they may represent, from any and all damages, or claims, that may arise from my use, or inability to use, the district network.

I hereby certify that I will abide by the conditions set forth in this document, as well as the district network Acceptable Use Agreement.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

It is our pleasure to offer the staff and students of the Chehalis School District access to the district network and its resources. These resources include access to data storage servers, staff email, on-line resources and the Internet. For network operation to remain successful, it is the responsibility of the users (you) to conduct themselves in a responsible, lawful, ethical, safe and polite fashion. The user is ultimately responsible for his/her actions. The following guidelines are not intended to define all required or proscribed behavior of its users. The Chehalis School District reserves the right to revise, modify and update the Acceptable Use Agreement.

Guidelines/General Information

Network Usage

1. Use of district network must be in support of education and research, and consistent with the mission of the district. The Chehalis School District reserves the right to prioritize use and access to district network.
2. Any use of the system must be in conformity to state and federal laws, network provider policies and licenses, and district policies and licenses.
3. Personal use of district network resources shall not be at the cost of the district, shall not interfere with the performances of the users' official duties, must be brief in duration and must not disrupt the conduct of the district's business. Use of district network resources for commercial solicitation is prohibited. The superintendent or designee must approve use of the system for charitable purposes in advance.
4. The district network system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
5. No use of the system shall serve to disrupt the operation of the system by others, including the compromising of security or the integrity of district information; system components including hardware or software shall not be destroyed, modified or abused in any way.
6. Malicious use of the district network system to harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
7. Use of the district network system to access, store or distribute obscene or pornographic material is prohibited.
8. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited.
9. District network resources may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Security

10. System accounts are to be used only for the authorized purpose. Users must not share their account access or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
11. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
12. Communications may not be encrypted so as to avoid security review.
13. Users should change passwords regularly and avoid easily guessed passwords.

Personal Security

14. Personal information, such as addresses and telephone numbers, should remain confidential when communicating on the district network system. Students should never reveal such information without permission from their teacher or another staff member. No user may disclose, use or disseminate personal identification information regarding minors without authorization.
15. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
16. Students should notify their teacher or other staff member whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable on the web or when using the system.

Copyright

17. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited. All users of district network shall comply with current copyright laws and Chehalis School District copyright policy BP2025.

Filtering and Monitoring

18. Filtering services are in use for all district owned computers with access to the Internet for all users.
19. Educational staff will, to the best of their ability, monitor minor's use of the Internet in school, and will take reasonable measures to prevent access by minors, to inappropriate material on the Internet, and restrict their access to materials harmful to minors.

General Use

20. Use of educational, computer-based games must be approved by a supervising teacher and must be in support of district learning goals. All other computer-based games are prohibited.
21. Diligent effort must be made to conserve system resources. For example, users should frequently delete email and unused files.
22. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

From time to time, the district will make a determination on whether specific use of the system is consistent with the regulations stated above. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate their use furthers the purposes and goals of the district. For security and administrative purposes, the district reserves the rights for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity. Violation of any of the conditions of use may be cause for disciplinary action.

DISTRICT RIGHTS

Chehalis School District reserves the right to:

1. Monitor all activity of district network.
2. Determine whether specific uses of the network are consistent with these acceptable use guidelines.
3. Log network use and monitor bandwidth usage and/or storage disk space utilization by users.
4. Deem what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Agreement.
6. Cooperate fully with any investigation concerning or relating to any district network activity.
7. Prioritize use and access to the system.

District Responsibilities/Limitations

1. The district will take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and district files. The district will not guarantee that information on any computer system will be inaccessible by other users.
2. The district will attempt to provide error free and dependable access to technology resources associated with district network. The district will not be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.

MATERIAL/PICTURES ON THE WEB

Student pictures and material are published on the World Wide Web.

PUBLIC NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Chehalis School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Chehalis School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Chehalis School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

The Chehalis School District has designated the following information as directory information: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended

In order to exercise refusal to release directory information, the school district, within ten (10) days of the publication of this notice, shall receive written refusal by the student's parent/guardian or student if he/she has reached the age of 18. Such written notice shall be addressed to the District's Title IX Coordinator listed below:

Jeff Johnson
Chehalis School District
310 S. W. 16th Street
Chehalis, Washington 98532
(360) 807-7200

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Chehalis School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Chehalis School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Chehalis School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Chehalis School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

(Chehalis School Board Policy 3232)

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

SPECIAL EDUCATION SERVICES

The Special Education Services Department provides services to students with a wide range of disabilities from mild learning difficulties to severe disabilities. Services may include psychological assessments, counseling, communication disorder services, vision and hearing screening, occupational and physical therapy, infant/toddler preschool programs for children birth to six years of age, home-based or center-based programs. (Chehalis School District Board Policy 2161)

CHILDFIND PROGRAM

The ChildFind program conducts activities for the purpose of locating, evaluating, and identifying students with a suspected disability. Activities apply to students ages birth through 21. Formal screenings and assessments, which could include the areas of hearing, vision, social skills, language, learning, and motor skills, are available for preschool students. For parents(s)/guardians(s) concerns about their child's development or questions about the ChildFind program, please contact the district Student Support Services office at (360) 807-7245. (Chehalis School District Board Policies 2161 and 2162. WAC 392-172-100)

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities. Section 504 requires that schools provide a full range of special accommodations/services, so that student may participate and benefit from public education programs and activities. Students may be considered disabled under 504 even though they may not require Special Education services pursuant to the Individuals with Disabilities Education Act (IDEA). (Chehalis School District Board policy 2162)

Parent/Student Rights in Identification, Evaluation and Placement

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling conditions.
2. Have the school district advise you of your rights under federal law.
3. Receive prior notice with respect to actions regarding the identification, evaluation, or placement of your child. Parent consent must be obtained before initial evaluation and placement.
4. Have your child receive a free appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate.
5. Have your child educated in facilities and receive services comparable to those provided nondisabled students.
6. Have your child receive special education and related services if he/she is found to need them under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act and provide transportation as a related service when necessary as part of a student's accommodation plan.

7. Have evaluation, educational program, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of your child's education records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Director of Student Support Services.
15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a local grievance.
17. Have your child receive accommodations under a Section 504 plan, if he/she has a physical or mental impairment that substantially limits a major life activity.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Director of Student Support Services, phone number (360) 807-7245. The Director of Student Support Services can provide 504 ADA information. (Chehalis School District Board Policy 2162)

Use of Tobacco, Nicotine Products & Delivery Devices

The Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances; and any other smoking equipment, device, material or innovation.

Any use of tobacco products and delivery devices by staff, students, visitors and community members will be prohibited on school district property. Possession by, or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

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

Cross References:	Board Policy 3200	Student Rights and Responsibilities
	Board Policy 3241	Classroom Management, Corrective Actions or Punishments
	Board Policy 3416	Medication at School
	Board Policy 5201	Drug-Free Schools, Community and Workplace
	Board Policy 5280	Termination of Employment

Legal References:	RCW 28A.210.310	Prohibition on use of tobacco products on school property
	RCW 70.155.080	Purchasing, obtaining or possessing tobacco by persons under 18 - Civil Infraction - Jurisdiction
	RCW 28A.210.260	Public and Private Schools - Administration of Medication - Conditions
	RCW 28A.210.270	Public and Private Schools - Administration of Medication - Immunity from Liability - Discontinuance, procedure

Integrated Pest Management Notice

The Chehalis School District complies with all legal requirements for record-keeping regarding the application of pesticides to school grounds or school facilities and such records are available, upon request. At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application by posting a notice in a prominent place in the building and grounds. Following application, a sign shall be posted at the location of the application. The notice shall state the product name, date, time and specific location of the application, the pest for which the application was made, and a contact name and telephone number. The notice shall remain posted for 24 hours or longer, if required by the label of the pesticide. (Chehalis School District Board Policy 6895)

Asbestos Plan Notice

In compliance with federal EPA rules, the Board of Directors of Chehalis School District hereby notifies patrons that asbestos containing materials are present in Chehalis school buildings. The condition of asbestos is monitored every six (6) months to ensure that it does not pose a threat to children, staff and patrons. The locations of friable asbestos (able to crumble and release fibers) and encapsulated asbestos (sealed) are available, upon request. (Chehalis School District Board Policy 6890)

