LA CENTER
ELEMENTARY SCHOOL

Family Handbook 2026-27



Student Hours
Monday, Tuesday, Thursday, Friday: 7:45 – 2:15
Wednesday: 8:45 – 2:15 Office Hours: 7:00 – 3:30
Attendance/Go Home Line: (360) 836-0237
Main Office: (360) 263-2134
FAX (360) 263-2133
KWRL (Bus): (360) 841-2023

Our Mission:
To create a supportive learning environment that empowers students to reach their fullest potential in an ever-changing world.
Bobcat Motto:
As a Bobcat Learner, I show respect to myself, others, and things.

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CONTACT NUMBERS:

District Office	(360)263-2131
Elementary Absence Line	(360)836-0237
Elementary Office	(360)263-2134
Elementary Fax Number	(360)263-2133
Middle School Office	(360)263-2136
High School Office	(360)263-1700
K.W.R.L School Bus Co-op.	(360)841-2023
Parent Teacher Organization(P.T.O.)	bobcatsptok5@gmail.com
Right at School	https://www.rightatschool.com/ (855) 287-2466

P-5 STAFF:

PK-5 Principal	Steve Avery
Director of Elementary Education and K-12 Student Services	Greg Hall
Elementary Secretary	Jen Ikerd
Assistant Secretary	Angela Ossenkop
Office Assistant	Lisa Abbott
Counselors	Tami Karchesky, Sierra Thomas
Preschool (Special Education)	Teresa Warnke
Kindergarten	Jennifer Blankenship, Emily Evans, Kennedy Crecilius, Emily Parman, Erin Peck, Rochelle Stinson, Laura Tomberlin

First Grade:
Nicole Cofield, Megan Cooper, Miranda Gray, Shea Olson, Kristen Emerick, Amy Webberley

Second Grade:
Kristina Billington, Megan Bright, Michelle Cuthbert, Joni Hancock, Jennifer Matanich

Third Grade:
McKenzie Clark, Carrie Cablay, MaKena Campbell, Nicole Dennis, Tara Eilts, Shannon Warren

Fourth Grade:
Kat Lentz, Kris McKinney, Teri Hochhalter, Haylee Tappan, Michelle Stoller, Kim Garlington

Fifth Grade:
Jodi Cobabe, Kate Denney, Kylie Resch, Glen Jones, Pete Poppert, Sydney Rohner

Art:	Andrea Lewis
Para Educators/Aides:	Shannon Eiesland, Danielle Higgins, Jennifer Holbrook, Emma Lee Lawson, Brady Lewis, Deena Reed, Sarah Scott, Diane Suomi,, Janeen Vazquez, Sarah Lobbestael, Derek Bain, Lindsey Bergeman, Taylor Curnutt, Brenda Edwards, Samantha Featherston, Jona Ferguson, Lacey Hendershot, Patsy White
Special Education Teachers:	Wendi Sumner, Kimberly York, Carrie Lindsey, Tawny Langin
Music:	Emily Bevard, Tonya McCord
P.E.:	Pete Sloniker, Amy Wise
K-12 Media Specialist:	Lynn Cooke
LibraryTeacher:	Kathy Griffith
Library Tech:	Angela Oeltjen
ELL Para:	Rachel Gregg
Bobcat Den:	Susan Shufeldt
School Nurse/Aide:	Danielle Rivers
School Psychologist:	Brian Terletzky
Speech:	Abby Kraayeveld, Joelle Morrison
Kitchen Staff	Donna Burnett, Sophie Manceau, Christina Suhajda
Lunch Clerk/Cashier	Dana Hantho
Custodians/Maintenance	Bill Bauman, Londa Brown, Tom Murphy, Eric Stenberg, Chris Thomas, NickWanous, Rob Williamson Dean Cook

AFTER SCHOOL PLANS/BUS CHANGES

Parent communication is key in the success of getting your child where they need to go after school. To help ensure that your child is going to the correct location:

- **If at any time you would like to change your child's normal routine for after school plans**, please call/text the 24 hour attendance line, 360-836-0237 or send a note if your student will not be doing their normal routine after school. If we do not have parent communication, then the child's normal routine after school will be followed. Please make after school plans prior to 1:15pm. It may be difficult to communicate changes to the classroom after that time.

- If the alternate plan is to ride a different school bus, please include the bus number and the address of the destination. For busing questions, including drop-off or pick-up times, or to confirm the bus number, please contact KWRL at 360-841-2023 or visit www.kwrl.org.

- KWRL will not drop off kindergarten students at the bus stop if a parent, guardian or responsible adult is not present. If you would like to have your kindergarten student dropped off without an adult present, a signed note must be on file with KWRL.

ANIMALS

Animals are permitted in classrooms for instructional purposes only. The principal must approve any request to include animals as part of the instructional program. This guideline provides information that will promote health and safety for staff and students when animals are brought into the classroom. Inadequate understanding of animal disease and behavior can lead to unnecessary risks for students, staff, and animals. Animals that are UNACCEPTABLE for school even for instructional purposes are wild animals, poisonous animals, wolf-hybrids, strays, and aggressive animals. Because of diseases, students should not handle any of the following: birds of any kind, ferrets, reptiles and amphibians.

It is important that animals brought onto the school campus be clean and healthy to avoid risk of transmitting diseases. Owners need to provide proof of rabies vaccination, health certificates for dogs and cats, and proper restraint for animals. All animals must be handled by the person responsible for them to minimize the chances of students getting bit, scratched, etc. All animal visits must have been arranged with the classroom teacher before they are brought to the classroom.

ASSESSMENTS

The State Superintendent of Public Instruction has mandated that the Smarter Balanced Assessment be administered to students in grades 3 through 8 and 10 in the spring. The La Center School District will also administer a math and reading assessment to all K-5 students in the fall, winter and spring. These assessments help us determine individual student's academic strengths and weaknesses. We then develop curriculum and instruction to meet individual students' needs.

Kindergarten through fifth-grade students will receive report cards twice a year, following a semester schedule. Progress reports will be distributed during parent-teacher conferences in October and March.

ATTENDANCE

According to the national organization Attendance Works, a student is considered chronically absent if they miss 18 or more school days, regardless of whether the absences are excused or unexcused. Frequent absences can impact a student's social development and academic success while also affecting overall classroom progress, as teachers must spend valuable instructional time helping students catch up.

ATTENDANCE NOTIFICATIONS AND CONFERENCES

A sample letter for students with five or more absences can be found at the back of the handbook. For elementary students, a conference will be scheduled if a student accumulates five or more excused absences in a single month or ten or more excused absences in a school year. This meeting, held at a convenient time for families, aims to identify barriers to regular

attendance and provide resources to support the student's success. A conference is not required if the district has been notified in advance of the absences or if a doctor's note has been provided, along with a plan to keep the student on track academically.

If La Center Elementary School does not receive a phone call or a signed note from a parent excusing an absence, it will be recorded as unexcused. To ensure accurate attendance records before filing a petition, the school will send letters after a student's first and seventh unexcused absences in a month and after the tenth unexcused absence in a school year. If you receive such a letter, please provide a written explanation or call the school to discuss the absences.

For students who receive a letter regarding 18 or more absences, future absences may only be excused with a doctor's note or an assessment by the school nurse or office personnel.

ATTENDANCE LINE - (360) 836-0237

To report or excuse an absence, please call or text the attendance line, leaving your name, the student's name, their teacher, and the date and reason for the absence. If you want to skip the introduction just dial 1. For other inquiries or to talk with a staff member, please call the main line.

AUTOMATED ABSENCE CALLS

Parents of students absent will receive an automated call reporting the child's absence for that day. Absences not excused prior to 8:00 a.m. will receive the automated phone call.

LATE ARRIVALS

Being tardy is defined as arriving in class after the 7:45 a.m. bell on Monday, Tuesday, Thursday, Friday and 8:45 a.m., on Wednesday. The student is responsible for being punctual. When the bell rings, students are considered tardy if they are not in class. Students need to check in at the office for a tardy pass before going to class. The school appreciates parents' efforts to help their child develop a habit of being punctual.

EARLY DEPARTURES

When picking up your child early from school, please come to the office so staff can call for the student. This allows teachers to operate with the least amount of interruption and disturbance to the classroom. Students will not be released to anyone other than their parents, guardians or emergency contacts without special arrangements, such as a signed note from the parents or guardians. Anyone picking up a student must sign them out in the office. Please be prepared to show identification when picking up your children.

MAKE-UP WORK

It is the student's responsibility to see their teacher concerning make-up work if they are absent. To request missing assignments for more than one day, please call the office by 9:00 a.m. The teachers will need time to get any work to the office by 3:00. When it is known in advance that a student will be absent from school, the student should obtain assignments for make-up work from the teacher. There may be learning experiences that cannot be made up outside of school.

VACATION REQUESTS

If your student will be out 2 or more days, please make sure the teacher and the office are notified. Vacation days are not recognized as excused absences without the approval of an administrator.

BOBCAT AMBASSADORS

The Bobcat Ambassador Program is designed to introduce 4th and 5th grade students to a school and community service process that will encourage them to pursue student government activities and community service in middle school and high school. They will receive training in team building, working collaboratively, respect and diversity. They will be asked to provide valuable service to our school and community by assisting with new student orientation and tours, fundraising, community service events,

assemblies, and field day.

CODE OF CONDUCT

The La Center School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members where everyone is treated with dignity and respect, and is free from harassment, intimidation or bullying (from Policy 3207).

Let's all be kind, safe, respectful and productive together.

DIRECTORY INFORMATION

Parents and students 18 years or older, have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. This includes addresses, birth date, birthplace, telephone number, dates of attendance, activities and sports participation, weight and height (if members of a sports team), awards received, and major fields of study. Notify the district in writing within ten (10) days of the publication of this notice. Such written notice shall be addressed to the school in which the named student is registered. **This is what gives the right to various organizations (college recruiters, military recruiters, etc.) to receive contact information on a student.**

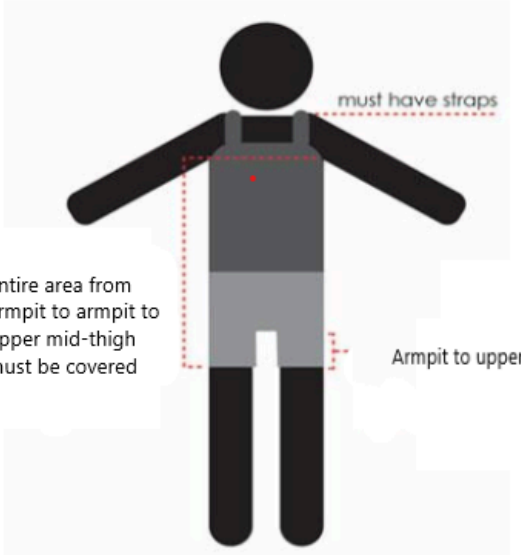
DRESS CODE

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of La Center School District. The following Dress Code applies to all schools in La Center School District grades PK-12

Allowable Dress & Grooming:

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front, back, and on the sides covering the body from the upper chest to upper mid thigh. All tops must have straps.
  Clothing must cover all undergarments, including sports bras which are considered undergarments during the school day/class time.
- Fabric covering all private parts must not be see-through.
  - Clothes cannot be excessively revealing or distracting to peers and others. Clothing should be respectful of self and others. Fabric must cover the body from upper chest to upper mid-thigh. Pants, shorts or skirts need to cover these areas when standing and sitting.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Dress Code Size Requirements Illustrated



NON-ALLOWABLE DRESS & GROOMING

▪Crop tops, belly shirts, shirts that expose the lower back, low rise pants or shorts, extra short bottoms (that expose private body areas) are not allowed.

• Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.

• Clothing may not depict pornography, nudity or sexual acts.

• Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.

• Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.

• If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

EXTRACURRICULAR CONSIDERATIONS

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

A. Creates a hazard to the student's safety or to the safety of others; or

B. Will prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

DISCIPLINARY CONSEQUENCES FOR DRESS CODE VIOLATIONS

If the student's dress or grooming is objectionable under these provisions, the principal will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal will take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such a period as the principal

may determine. All students will be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated will be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.
Flip-flops are not appropriate for school.

Hat Policy: Hats and other headwear are allowed within the building, but must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff. It is at the teacher's discretion whether hats are to be worn in the classroom setting. Principals may make exceptions in unique circumstances as needed.

The principal or their designee will have the final decision as to the potential for disruption at school, and the requirement that the attire be changed. Students wearing inappropriate attire may be sent home to change.

ELECTRONICS/TABLETS/CELL PHONES/SMART WATCHES

Students may bring cell phones, smart watches for after school use. Electronics must remain in the student's backpack and turned off during school hours. The school is not responsible for any damage or loss.

EMERGENCY DRILLS

Throughout the school year, a regular series of Shelter, Secure, LockDOWN, Hold and Fire Drills are scheduled for our elementary students and staff.

EMERGENCY INFORMATION

Upon registration and at the beginning of each school year, your child will bring home a Family Emergency Plan to be used in case of an emergency early dismissal. Please return the form promptly. Be sure to update the office any time you have a change of address or new phone numbers. Reliable phone numbers for emergency contacts are also needed in case you cannot be reached.

FEES AND FINES

All fees and fines, including planners, field trips and food service, can be paid online with credit/debit card. Parents or students can also make payments with a check, credit/debit card at the school office. Please note, the school office does not accept cash. To pay online, go to the district website **www.lacenterschools.org**.
Click on Online Payments. The user name and password can be obtained by calling the school office. There is no charge for these transactions.

An appropriate fee/fine will be assessed for lost or damaged textbooks, Chromebooks, or library books. Such fees/fines will take into consideration the cost of replacement and/or repair of the book.

HEALTH

For the protection of all children, including your child, the following guidelines should be followed:
• Please do not send an obviously sick child to school.
• A child with a sore throat, severe cough or earache should not be sent to school. If your child has had vomiting, diarrhea or has had a fever of 100 degrees or more, wait 24 hours after the last symptom to send them to school.
• A child with a known communicable disease; chicken pox, impetigo, strep, scarlet fever, scabies, ringworm, pinkeye, etc., should not be sent to school without the specific approval and a note from your

doctor.

If a child becomes ill at school, symptoms are noted, but not treated and the parent is notified to pick up the child. In the event of a serious injury, parents are contacted for direction. If we are unable to contact parents or emergency contacts, medical assistance will be obtained. The school office should be made aware of children with known medical or health problems so that a care plan may be created.

IMMUNIZATIONS

La Center Elementary follows the State of Washington student immunization law, which requires all students to be adequately immunized according to their age and grade level. Medically verified proof of immunization must be presented to the school before the registration will be processed. Students already enrolled and not in compliance with immunization policy will be required to provide medically verified proof of immunizations prior to attending at the beginning of each school year. Students not in compliance with the immunization policy will not be allowed to attend school. Here are some examples of medically verified immunization records:

- A Certificate of Immunization Status(CIS) printed from the Immunization Information System (IIS)
- A physical copy of the CIS form with a healthcare provider signature
- A physical copy of the CIS with accompanying medical immunization records from a healthcare provider verified and signed by school staff
- A CIS printed from MyIR
- If you are requesting an exemption from one or more of the immunizations requirements, you must provide the school a completed Certificate of Exemption. Please keep in mind that if an outbreak of vaccine-preventable disease should occur, the student will be excluded from school for the duration of the outbreak if they are exempt from receiving that vaccination.

MEDICATIONS AT SCHOOL

Prescription and over-the-counter medications which must be given during school hours require a signed authorization form completed by a parent and physician. Authorization forms may be obtained from the school office. Authorized medications must be supplied in the original container with a valid expiration date and have a pharmacy label with instructions that match the physician's written authorization. Over-the-counter medications must be in an unopened container. Schools may only accept up to a 20-day supply. The medication must be transported to school by a parent or guardian, where it will be counted and signed in by the parent and school staff.

Only trained school staff may administer medications, which includes inhalers. No medications may be administered by injection except for an epi-pen injection, which may be administered by a trained staff member in a life-threatening emergency. We understand that some students may need to carry and self-administer insulin or asthma inhalers. An elementary student who carries and self-administers these medications must have a doctor's note and completed Authorization for Administration of Medication at School form. A backup supply of the same medication provided by the parent/guardian is recommended to be stored with school staff. This is in accordance with Washington State Law and La Center School District policy.

LIFE-THREATENING MEDICAL CONDITION

State Law requires a medication/treatment order from a Licensed Healthcare Provider before your child can attend school if they have a life-threatening health condition. Please fill out a Health History Form at the school office. District nurses will then formulate a care plan to share with your child's teachers.

MEDICAL HISTORY FORM

As per Policy No. 3414, pg. 1, "The District will require that the parents or guardian complete a medical

history form at the beginning of the school year." Upon registration and at the beginning of each school year, your child will bring home a Student Health History form. Please fill out and return the form promptly.

INTERNET USE AT SCHOOL

All students in grades K-12 may at times be accessing the internet for academic purposes. If you do not want your student(s) to have access to the internet at school, please notify the office in writing.

LOST AND FOUND

Clothing is displayed in the main lobby near the office. Parents, as well as students, are encouraged to check often. We send lost and found items to charity before winter break, spring break and at the end of the school year. We encourage you to label your children's outerwear. Items of value (eyeglasses, watches, etc.) are kept in a drawer in the office. Please call or come into the office to check for these items.

NEWSLETTER

Our school newsletters are emailed home and published on our website on a monthly basis. It includes information about student awards, activities and upcoming events. Classroom teachers also provide weekly or monthly newsletters. If you prefer a hard copy of the newsletter, please contact the office.

PHOTOGRAPH AUTHORIZATION

Parents who object to their child(ren) being photographed or recorded for the purpose of public information and being identified in district publications, broadcast, newspapers, or television coverage are asked to submit a Digital Image Opt Out Form to the office of the school their child(ren) attends.

RESTRICTED/ ALLOWED ITEMS

Only school supplied equipment is allowed at recess. Please leave personal toys at home unless prearranged with the teacher. No chewing gum at school. Energy drinks and other highly caffeinated soft drinks are not allowed for consumption at school.

SCHOOL MEALS

A breakfast and lunch account system is provided by the school for your convenience. We suggest that parents deposit a minimum of $20 into their child's account. Each student has their own pin number. When students buy a meal, the amount is automatically deducted from their balance. Students will receive a reminder notice to replenish the account when their balance gets below the cost of 2 breakfasts or lunches and again at 1 lunch. Parents may also subscribe within their Skyward account to an automated email reminder of a low lunch balance. The email will be sent when a student's account reaches $6.00.

Parents or students can make payments with a check, credit/debit card at the school office. Please note, the school office and cafeteria do not accept cash. Parents also have the option to add money to their child's lunch account online with a credit/debit card. To pay online, go to the district website www.lacenterschools.org. Click on **Online Payments under Quick Links**. The user name is the same as your Skyward username. Follow the instructions to set your password. Account information can also be obtained by calling the office. There is no charge for these transactions.

Students may borrow from a sibling's account if necessary. Negative lunch balances will remain on a student's account until paid. Breakfast for all K-5 students is $2.00. Student lunches are $3.55 for K-5 students. Adult lunches are $5.20. Single serve milk is 50¢. A free and reduced lunch program is available. Each student will receive an application at the beginning of the school year. You may also request an application from any school office at any time. (Prices are subject to change at the beginning of the school year.)

SCHOOL NOTIFICATION SYSTEM (ParentSquare)

The ParentSquare system will be used to notify parents of school delays and closures, school emergency situations, attendance or simply to provide important information regarding school events or activities. Please keep current phone numbers updated on the Qmlative student information system (formerly Skyward) to receive these notifications.

SCHOOL BOARD AND DISTRICT POLICIES

Please visit the district website www.lacenterschools.org for information on School Board and district policies. For those without internet access, copies may be requested from any school office. Also, please refer to the district website for annual notifications. Information is available regarding attendance, bullying, student welfare as well as the district calendar, teacher web pages, school closures and delays, and elementary school information.

OSPI-Directed Non-Discrimination Statement as Required by RCW 28A.300.286 (7.25)

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical 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; or
- Has the effect of substantially disrupting the orderly operation of the school

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form (link to form) to share concerns about HIB. Reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (listed below) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should

request an official HIB investigation. The school must also take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?
When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:
A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's HIB Policy 3207 and Procedure 3207P.

Our School Stands Against Discrimination
Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?
Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P visit www.lacenterschools.org.

What is sexual harassment?
Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P visit www.lacenterschools.org.

What should my school do about discriminatory and sexual harassment?
When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?
Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

> Concerns about discrimination:
> Civil Rights Coordinator and HIB Compliance Officer: Matt Johnson, 725 NE Highland Rd., La Center, 360-263-1700
>
> Concerns about sex discrimination, including sexual harassment:
> Title IX Coordinator: Matt Cooke, 725 NE Highland Rd., La Center, 360-263-1700
>
> Concerns about disability discrimination:
> Section 504 Coordinator: Greg Hall , PO Box 1840, La Center, 360-263-2131
>
> Concerns about discrimination based on gender identity:
> Gender-Inclusive Schools Coordinator: Matt Johnson, 725 NE Highland Rd., La Center, 360-263-1700

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?
The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different

timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?
If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent or designee, then to the board of directors, and finally to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P. For the 2026–27 school year, this complaint process will be updated as required by the new state law, ESHB 1296.

I already submitted an HIB complaint – what will my school do?
Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?
Office of Superintendent of Public Instruction (OSPI)
All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)
The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website:https://www.ed.gov/
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive
In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P visit www.lacenterschools.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

SCHOOL-WIDE BEHAVIOR PLAN

Positive/Proactive Support
At the beginning of the school year, students will be taught our school expectations: As a Bobcat learner, I am respectful of myself, others and things. Posters that show and describe Bobcat "PAWS" behavior expectations are located in all of the common areas will show examples of what the expectations look and sound like. The common areas include hallways, bathrooms, cafeteria, playground/field and classrooms. An example poster is included in the back of the handbook. Students, teachers and parents/guardians will sign a collaboration agreement at the beginning of the school year and return it to school by the due date. An example of the Collaboration Agreement is included in the back of the handbook. Expectations are also consistently reviewed throughout the school year.

Celebrate Student Successes
Students will receive Bobcat Coins for respectful PAWS behavior. There will be a coin container located in the trophy case near the small gym for the coins to be deposited into. Once the container is full, the school will celebrate a special day, like crazy hair day. Students will come up with ideas for the special days and will vote on their favorites.

Response Support
The school relies on a Positive Behavior Intervention System (PBIS) to prevent negative behaviors by celebrating positive behaviors. All classrooms teach and implement common expectations and reward systems to promote PAWS behaviors. As a top priority for LCES to support student behaviors, teachers, administrators, and staff will partner with families to support students in response to negative behaviors via phone calls, emails, and team conferences.

Bobcat Motto: As a Bobcat Learner, I show respect to myself, others, and things. To do this successfully I will use my PAWS strategies at school:

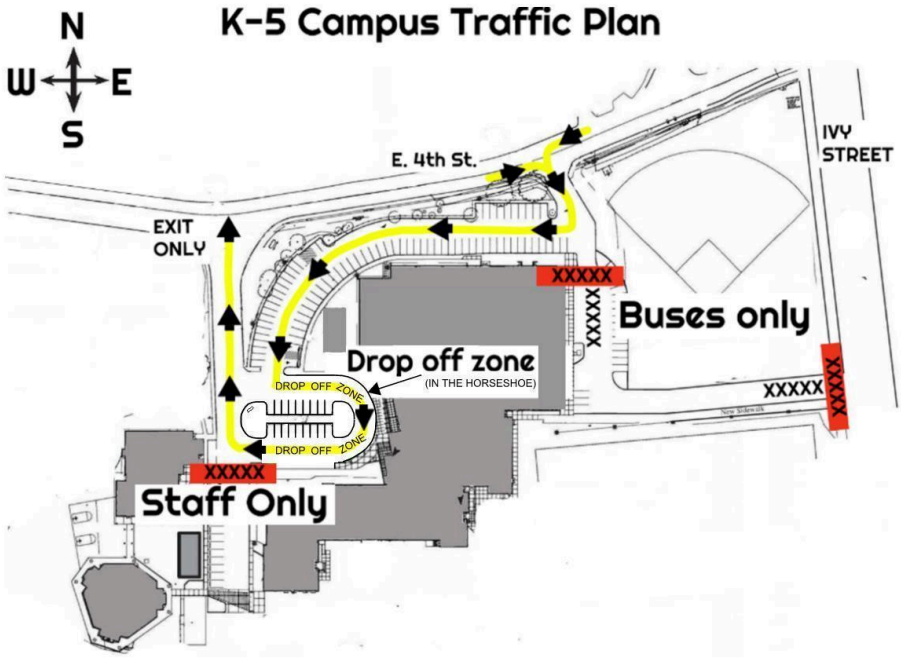
Practice Respect
Accept Responsibility
Work Together
Safe Choices

SUBSTANCE ABUSE POLICY

All La Center Public Schools promote drug, alcohol, and tobacco free environments. In accordance with District Policy 2121, La Center Schools do not tolerate student use of drugs, alcohol, or tobacco. Students found in violation of the district's policies governing these items will be disciplined according to the district discipline guidelines.

TRAFFIC PLAN

Parents are encouraged to have their students ride the school bus, walk or ride bikes, when possible to relieve traffic congestion before and after school. When that is not possible, please refer to the parking lot traffic guide. Dropping off or picking up your students at Holley Park is another option to avoid the parking lot.



TRANSPORTATION/KWRL BUS GUIDELINES

Use of School Transportation

All students that will ride a bus need to register each year with KWRL. Registration forms and information can be found at www.kwrl.org.

Students often use the school transportation system to go home with another student. Procedures have been established for the following:

1) Students need to bring a note from home stating where they are to go and include the date and signature of the parent or guardian. Notes are to be signed by personnel in the office. The student will then give it to the bus driver.
2) Students having parties who plan to have other students ride the bus to their house, need to make arrangements with KWRL at least one day in advance of the party date. Permission will be granted based on availability of space on the bus.
3) Once a student gets on the bus, they are not allowed to get off unless a school employee from the office removes them. If parents want to pick up students at the end of the day, please check in at the office.

Bus Discipline Procedures

Pre-ticket misbehavior: When misconduct occurs, the bus driver will make every attempt to help a student change their behavior prior to issuing a referral. In the case of serious misconduct, drivers will make every attempt to resolve problems directly with students and their parents. Calling home, assigned seating, and parent-student-driver conferences are interventions that may be used prior to sending a bus referral to the principal. If the misconduct is not corrected, the following progression of disciplinary action will be imposed, although some infractions may warrant skipping to a more serious consequence:

- **First Referral**: A meeting is held between an administrator and student; discipline is at the discretion of the administrator**.**
- **Second Referral within a 60-day school period:** A meeting is held between bus driver, student and administrator. Students may receive a one to three day suspension from the bus as determined by an administrator.
- **Third Referral within a 90-day school period:** Student may receive a three to five day suspension* from the bus as determined by an administrator.
- **Fourth Referral within a school year:** Students will receive a one to four week suspension from the bus as determined by an administrator.
- **Fifth Referral within a school year:** Students will receive a long-term suspension or expulsion from the bus as determined by an administrator.

** Students who are suspended from a bus are suspended from all buses for the time of the suspension.*

Emergency Suspensions: There may be unusual circumstances when a driver feels a student's misbehavior is so serious that it jeopardizes the safety of other students, and does not think that student should be allowed to ride the bus. In those cases, the driver needs the approval of KWRL Dispatcher/Assistant Director of Transportation. The parent will be contacted and a meeting with an administrator should occur the following day.

VISITORS/VOLUNTEERS/CHAPERONES

All visitors entering the school must stop at the office to sign in and receive a pass prior to visiting. When visiting a classroom, an appointment should be made with the teacher prior to the visit to ensure that any special activities, such as tests, would not be interrupted. The office will confirm your appointment with the teacher. If you are visiting the classroom for a special event such as a party, you will be asked to wear a visitor badge.

The office will accept all items dropped off by parents and will email teachers to let them know the item is waiting in the office. Parents are asked to not drop off items in the classroom during school hours unless prearranged with the teacher.

We welcome volunteers in our building and appreciate any help offered. Our students greatly benefit from this assistance. Volunteers need to complete a volunteer packet and review school policies every year. Please complete the packet at least two weeks prior to volunteering. You will be asked to wear a volunteer badge when you sign in.

Chaperones attending a field trip should complete a volunteer packet two weeks before attending a field trip. This gives the school time to conduct a background check with Washington State Patrol. You will be notified if you are not approved to volunteer. We will not be able to verify a volunteer the day of a field trip. We recommend that siblings not attend field trips with chaperones.

WEAPONS ON SCHOOL PREMISES

It is a violation of District Policy 4210 and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities. State law requires schools to expel for not less than one year students who bring firearms to school or possess them on school premises, school transportation, or facilities.

WITHDRAWAL

If withdrawing your student(s) from La Center Elementary please contact the office for a Withdrawal form and Food Balance Transfer form. You will need to return any library books, Chromebooks and other borrowed materials prior to your student's last day of attendance.

If your student(s) is transferring to a homeschool (not LC Academy) an Intent to Homeschool form must be filed with the District Office.

Attendance Letter Example

La Center School District
La Center Elementary School
700 E Fourth Street
La Center, WA 98629
Tel 360.263.2134 • Fax 360.263.2133

Subject: Attendance

Dear Parent/Guardian:

Our records indicate that your child has missed _____ unexcused day(s) _____ excused day(s) of school.

Regular attendance is absolutely necessary in order for your child to progress in his/her academic studies. Students are required by law to attend school regularly and parents and guardians are responsible for ensuring that their children attend school on a regular basis.

It is understandable that students miss school for a variety of purposes such as illness, medical appointments, family emergencies, or other necessary appointments that couldn't be scheduled outside of school hours. In these cases, please call/text our attendance line (360) 836-0237 to excuse your child. If your child is repeatedly absent from school due to illness, a doctor's note may be required for the absence to be excused. Our health office team, including our district nurse, Danielle Rivers, is available by phone or in person to assess your child.

We are here to partner with you to help successfully get your child to school regularly. I strongly encourage you to reach out to your child's teacher, our school counselor or myself to support attendance or address other unmet needs.

Please be advised that if absences continue, it will be required that we work together to create a plan for improved regular attendance. If we are unsuccessful in working together, it may be necessary to proceed with state truancy procedures. If you feel our records are incorrect, or there are circumstances of which we should be aware, please contact me through our school office.

Thank you for partnering with us to support your child here at La Center Elementary School.
I look forward to our on-going collaboration.

Sincerely,

Steve Avery, P-2 Principal
La Center Elementary

Greg Hall, 3-5 Principal

Our School Expectations:
Bobcat Learners are Respectful of Self, Others and Things.

LaCenter Elementary School Collaborative Agreement

As a student I will:
- Practice respect for myself, others and things.
- Accept responsibility.
- Work together.
- Safe choices.

As a parent/guardian I will:
- Encourage a positive attitude towards school.
- Show respect and support for my child, the staff and the school.
- See that my child is on time and attends school ready to learn.
- Be available to communicate with my child's teacher.
- Play an active role in my child's learning at home.

As a teacher I will:
- Show respect, a positive attitude and support for students and families.
- Be available to communicate with students and families.
- Provides a safe and comfortable environment that is conducive to learning.
- Enforce school and classroom expectations fairly and consistently.
- Help students learn academics and problem solving skills.

I have reviewed the La Center Elementary Handbook and Collaborative Agreement.

Parent/Guardian Signature: _____ Date: _____
Student Signature: _____ Date: _____
Teacher Signature: _____ Date: _____

Please return this completed form to school no later than September 18, 2026.

BOBCAT VOLUME SCALE



Loud Crowd

Presenting voice. Everyone can hear you.



Formal Normal

Normal conversation voice.



Low Flow

Small group work. Only the group can hear you.



Spy Talk

Whispering. Only 1 person can hear you.



Silence is Golden

Absolute quiet. No one is talking.

Bobcat Volume Scale