

Yale Elementary School

Student/Parent Handbook
2024-2025



11842 Lewis River Rd.
Ariel, WA 98603
(360) 841-2950

Malinda Huddleston, Principal

Welcome to Yale Elementary School Home of the Cougars!

Yale Elementary School Vision Statement

To empower every child to become a self-directed, life long learner through a positive partnership of family, school, and community.

Woodland School District Mission Statement

Woodland Public Schools, in partnership with families and the community, will create a PreK-12 system that serves and supports ALL children—and ensures that EACH child has FULL access to, is engaged in, and obtains an excellent education that prepares them for responsible citizenship and a future of adaptability and success in life and their chosen endeavors.

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Staff Directory

BOARD OF DIRECTORS

Sarah Stuart - Dist. 1
Janice Watts - Dist. 2
Jeff Wray - Dist. 3
Trish Huddleston - Dist. 4
Tom Guthrie - Dist. 5

SUPERINTENDENT

Asha Riley
360-841-2700

ADMINISTRATOR

Malinda Huddleston
360-841-2950

SECRETARIES

Kellie Tooley
Shelby Mathisen
Lucy Russell
360-841-2950

TEACHERS

Veronica Cortez
Tonya Lopez
LeAnne Thomas

Grades K
Grades 1-2
Grades 3-4

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SUPPORT STAFF

Sandra Brill
Gena Wheatley
Andrea Jacobs

Instructional Assistant
Instructional Assistant
Cook/Custodian

ADDITIONAL STAFF

Jake Hall
Jenna Hickey
Alec Kulu
Shae Lindsay
Adam Sanders

Special Services Director
School Psychologist
Counselor
Art, PE, Leadership & Library
Speech/Lang.Pathologist

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hickeyj@woodlandschools.org
kulua@woodlandschools.org
lindsays@woodlandschools.org
sanderad@woodlandschools.org

Bell Schedule

Monday

8:50 AM	Building Opens, Breakfast and Supervision Begins
9:15 AM	Tardy Bell, School Begins
2:25 PM	Dismissal Bell, Students Released

Tuesday - Friday

7:35 AM	Building Opens, Breakfast and Supervision Begins
8:00 AM	Tardy Bell, School Begins
2:25 PM	Dismissal Bell, Students Released

Students dismissed at 11:25 AM on early release days.

Attendance Policy

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. Woodland School District is required to take daily attendance and notify you when your student has an unexcused absence. **Parents/Guardian's have 5 school days to notify the school for an absence to be excused.** If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify any barriers and to explore supports available to ensure regular attendance. The district is obligated to develop a plan that requires an assessment to determine how to best meet the needs of your student and reduce absenteeism.

After five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with our Student Engagement Coordinator, to identify any barriers and the supports available to you and your student. A conference is not required if your student has provided a doctor's note or pre-arranged the absence in writing and the parent, student and school have made a plan so your student does not fall behind academically. If your student has an Individualized Education Program or a 504 Plan the team that created the plan needs to reconvene. We are required by state law to file a petition with the Juvenile court sometime between your child's seventh unexcused absences in any month or fifteen total absences within the school year, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition will be automatically stayed and your student and family will be referred to ESD-112 for support services or other coordinated means of intervention. If our collective efforts are not enough to increase your student's attendance, the stay may be lifted and the court may require a hearing.

HOW TO EXCUSE AN ABSENCE

Number of Absences	Accepted Methods to Excuse the Absence
1-10	Phone call to the office, In-Person, Email, Pre-Arranged Absence Form, Talking Points, Doctor's Note
11-15	Talking Points, Email, Pre-Arranged Absence Form, Doctor's Note
16 or more	Doctor's Note

Please call the school office the same day your child is absent. Parents will be telephoned at home and work if their child's absence has not been reported to the school office by 9:00 AM. Our phone system, (360) 841-2950 will take your calls/messages when the office is closed or on another line.

EARLY CHECK-OUTS

No student may be removed from the school grounds during school hours unless they are checked-out through the front office. Parents, guardians, or individuals listed on the “Emergency Contact List” will be the only individuals allowed to pick up a student. These forms are completed when a student is enrolled and updated each year by the guardian. Office staff will ask for appropriate ID when students are being checked out.

LEAVING CAMPUS - SIGNING IN/OUT

If a student must leave school between the time he/she arrives for school and the time school is dismissed, the parent or guardian who is taking the student must sign the check-out form in the office before the student leaves the building. If the student returns to school before dismissal time, he/she must sign in at the office before returning to class.

Meals at Yale Elementary

FREE AND REDUCED MEAL POLICY

Yale students will be receiving NO COST MEALS - breakfast & lunch through the Community Eligibility Provision - House Bill 1278. Your student’s meal will be free and extra A La Carte items will be at the regular cost.

Free and reduced meal applications must be completed yearly. Please contact the Woodland School District Office, Business Services, if you have any questions or concerns. Parents are responsible for any charges incurred while applications are being processed and before applications are approved.

LUNCH CHARGES FOR A LA CARTE ITEMS

Extra A La Carte Items can be prepaid by sending cash or check to the school office. Payments can also be made online here: [Food Service Payments](#). Students are given a personal keypad number to use when purchasing a meal.

K-8 NEGATIVE Negative Food Service Balance Procedure

Woodland Public Schools has adopted the following procedure for managing negative food service balances for the K-8 grade levels:

No meals will be removed or denied at the K-8 grade levels. Students who receive breakfast and/or lunch will continue to be charged for their meals regardless of their negative balance. No A La Carte * items may be charged when a student’s food service account balance is in the negative. No exceptions.

*A La Carte is any snack or menu item that does not meet the meal definition will be charged separately.

Example 1: milk

Example 2: slice of pizza

A meal defined by the USDA is three food components with ½ cup of fruit and/or vegetables.

Example 1: Milk, Pizza, and Apple

Example 2: Chicken Caesar Salad with a roll, Juice and Milk

Student Health & Safety

All links found below can be found under the Departments section – Nursing Services on www.woodlandschools.org

If your student has a health condition or concern, please fill out this form, [Student Health Information Form](#) and/or contact the district nurse.

- Kerri Six - District Nurse
 - sixk@woodlandschools.org
 - Ph: 360-841-2810 Fax: 360-841-2751

HEALTH ROOM

The health room is available for students who become ill or injured while at school. If a student needs to go home, the parent or emergency contact will be contacted by the school.

INJURIES

When a student is injured at school, it should be reported to the teacher and/or staff and office the same day the incident occurs. Students should report any unsafe conditions as soon as possible.

MEDICATION

[Medication at School Requirements](#)

Written permission by parent/guardian AND signature authorization by doctor is required when medicine is needed at school. Medicine must be transported by parent/guardian. Students may not personally transport medicine to and from school. **Over the counter medicine must be in a new and unopened container. Prescription medication must be in the pharmacy container with physician instructions from the pharmacy on the pharmacy label.** Forms for [Medication Administration at School](#) can be picked up in the office.

VACCINATIONS

NEW STATE GUIDELINES: NO SHOTS = NO SCHOOL

Changes to state immunization rules for schools effective August 1, 2020. Students entering school must be fully immunized (view Department of Health links [here](#)) or have a medical, personal, or religious exemption on file that has been signed by a primary care provider (PCP) prior to attending school.

[Required Immunizations for The 2024-25 School Year](#)

GUIDELINES FOR KEEPING CHILDREN AT HOME

Your child needs to **stay home from school** if they:

- Have a fever of **100.4** degrees or higher
- Have been **vomiting** or have **diarrhea**
- Have symptoms that keep your child from participating in school, such as:
 - Very tired or poor appetite
 - Cough that he/she cannot control or sneezing often

- Headache, body aches, or earache
- Sore Throat - a little sore throat is okay for school, but a bad sore throat could be **strep throat**, even if there is no fever. Other signs of strep throat are a headache and stomach upset, or rash. Call your doctor if your child has these signs.

24 Hour Rule:

- **FEVER:** Keep your child home until his/her FEVER has been gone WITHOUT medication for 24 hours. Colds can be contagious for at least 48 hours. Returning to school too soon may slow recovery and make others sick.
- **VOMITING OR DIARRHEA:** Keep your child home for 24 hours after the LAST time he/she vomited or had diarrhea.
- **ANTIBIOTICS:** Keep your child home until 24 hours after the FIRST dose of antibiotics for anything like ear infection or strep throat.

Reference COVID-19 guidelines [here](#).

STATE HEALTH REGULATIONS

If your student is exhibiting signs or symptoms of any of the following, **please keep them at home**. The following chart shows the Washington State Department of Health Regulations for some of the more common diseases about which parents ask.

Chicken Pox (Varicella)	Excluded minimum of one week from appearance of eruption, and thereafter until all lesions have crusted over.
Cold & Flu	Children with acute colds or stomach flu should not come to school.
Conjunctivitis (Pink Eye)	Exclusion of children from school, and restriction to home until treated with prescribed medications.
Measles	Excluded for a minimum of seven days after appearance of rash, and until all abnormal mucus secretions have disappeared. All cases must be reported to the school office.
Mumps	Isolation for a minimum of seven days and until swelling of salivary glands has subsided.
Ringworm	(Skin) Excluded unless adequately treated. (Scalp) Excluded until adequately treated by doctor and a statement from doctor is received at school.
Scabies	Excluded until adequately treated.
Scarlet Fever	Isolation until clinical recovery or until 24 hours after initiation of treatment.

VISION AND HEARING SCREENING

Vision and hearing screening is an essential component of preventative health care in the school setting. Washington State law (WAC 246-760) requires schools to conduct auditory and visual screenings of children each year. All students in kindergarten through 3rd grade, 5th, and 7th grade are screened. Any students who meet any of the following criteria are also screened:

- New to the Woodland School District
- Students receiving Special Education services
- Screening requested by parent, guardian, or staff

If your child is not scheduled to be screened this year, you may request a screening by contacting your child's teacher or your child's school nurse. Please include your child's name, school, grade, teacher, and any concerns you may have.

Parents who DO NOT want their child screened for either vision and/or hearing will need to sign a form each school year declining the screening. Please contact your school nurse if you have any questions or need the form.

Evaluation by an eye care or hearing specialist is recommended for students who do not pass their vision or hearing screenings. If you have any questions regarding the results of your child's screening, please contact the school nurse at your child's school.

HEAD LICE

[Head lice](#) can be a problem in the school setting. While head lice can spread, it is not as easy to get as many may believe. [Some current information on head lice and how to get rid of them.](#)

Emergency Procedures

FIRE DRILLS AND OTHER EMERGENCIES

As required by OSPI, emergency drills will be held monthly at school. Woodland School District (WSD) follows the Standard Response Protocol (SRP) as outlined on pages 15-16. In an evacuation, all students will leave the classroom/building by pre-assigned exits. Students are expected to clear the building in a quiet, orderly manner, so that further instruction from school personnel may be given.

EMERGENCY SCHOOL CLOSURE

Each child should know an emergency plan. Emergency school closures may require your child to arrive home before regularly scheduled. Parents need to have a plan in place ahead of time in case of early closure. Emergency phone numbers, baby-sitters, nearest relatives, etc. should be current and on file in the school office.

During severe weather, school may be canceled, start late, or be dismissed early. In addition to the WSD website, www.woodlandschools.org, the following radio stations broadcast school closure announcements:

TV Stations

KATU-Ch.2	KGW-Ch.8	KPTV-Ch.12	KOIN-Ch.6
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Radio Stations

KBPS 89.9 FM & 1450 AM	KNRK 94.7 FM	KOPB 91.5 FM & 550 AM	
KBVM 88.3 FM (U of P)	KRSK 105.1 FM	KPAM 860 AM	KGON 92.3 FM
KEX 1190 AM	KKCW 103.3	KVMX 107.5 FM	KUPL 98.5 FM
KKRZ (Z100) 100.3 FM	KLTH 106.7 FM	KWBY 94 FM	KUPL 1330 AM
KPOG 620 AM	KINK 101.9 FM	KWIP 880 AM	
KFIS 104.1 FM	KUFO 101.1 FM	KXL 99.5 FM & 750 AM	



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it is a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.



COMMUNITY AGENCIES

A law enforcement officer, child protection worker, or health department official may request and be granted such student information as address, telephone number, parents' names, date of birth and other directory information.

LAW ENFORCEMENT AGENCIES

- While the district encourages interrogations of students to take place off school premises, the principal shall permit a law enforcement office to conduct any necessary questioning.
- The officer shall advise and afford a student the same legal rights as an adult, and the right to have a parent present during questioning if the student is twelve years of age or younger.
- An officer is not required to have a warrant in order for the school to release the student into law enforcement custody. In the event a student is taken into custody by a law enforcement officer, the school or the law enforcement officer will immediately attempt to notify the parent or guardian, unless directed not to by the law enforcement officer.

CHILD PROTECTIVE AGENCIES

- All staff are mandatory reporters concerning any suspected abuse, neglect or mistreatment of students.
- If possible abuse or neglect of a child is being investigated, the principal shall permit a child protective worker to conduct any questioning of that child outside of the presence of parents.
- Unless the child objects, the child protective services shall make reasonable efforts to include a third party in any interview so long as the presence of the third party will not jeopardize the course of the investigation.

CUSTODY CONCERNS

In the absence of appropriate legal documentation, we must consider that all children are in joint custody with legal parents and guardians. And, that the person who enrolls a student in school is considered the "residential" parent of the student. If a court-imposed restraining order or other documentation exists barring a parent, guardian, or other individual from contact with a student, a copy of that order or documentation must be filed with the child's school. Special notations are made in our system computer so that all appropriate school staff note restrictions. *Without such orders or restrictions on file, the school assumes there are no restrictions regarding non-residential parental contact with the student or their records.*

Source Reference: [Woodland Board Policy #3126](#)

We request that a custodial parent or guardian sign all permission slips and school forms. In the event that a child is to leave school before the end of the school day, it is requested that the custodial parent or guardian call the school in advance to specify who will be accompanying the child. **All children who are leaving the school grounds during the school day must be signed out in the main office.**

In the absence of any official documentation restricting access, both custodial and non-custodial parents and guardians may request joint or individual school conferences with teachers or other school staff members. If duplicate copies of school newsletters, announcements or other communications are requested, you must register with the office to receive such mailings. With advance notice, the school

is happy to provide additional supplies for students to make extra projects for Mother's Day, Father's Day, etc.

COMMUNITY RESOURCES

Woodland School District strives to assist students and parents who are being affected by drug and alcohol abuse. The counselors in our schools can be a valuable resource and are available to discuss this topic with students and/or parents on a confidential basis. The following community agencies may also be able to provide assistance:

Cowlitz County

AIDS Hotline	360-577-0272
Alcohol & Drug Center	800-562-1240
Alcoholics Anonymous	360-423-2520
Al-Anon	360-423-2520
Caring Pregnancy Center	360-636-3333
Child Protective Services	360-577-2152 or 800-244-3170
Cowlitz Anger Management	360-423-0622
Cowlitz County Sheriff's Dept.	360-577-3092
Crisis Line (24 hour)	360-423-6064
Domestic Violence Hotline	800-562-6025
Drug Abuse 24 Hour Addiction - Information & Treatment	800-274-2042
Emergency Support Shelter	360-425-1176
Family Planning Clinic	360-636-3892 or 800-770-4334
Lower Columbia Literary Coalition (Library)	360-577-3380
Lower Columbia Mental Health	360-425-5380 or 360-423-6064
Narcotics Anonymous	360-636-1622
Options for Pregnancy	800-732-1887
Project READ (Longview Library)	360-577-3380
Recovery Northwest	360-414-2026
St. John's Psychiatric Unit	360-636-4836
United Way of Cowlitz County	360-423-5320
Wahkiakum Mental Health	360-795-8630

Clark County

Alcoholics Anonymous	360-694-3870
Al-Anon	360-693-5781
Cocaine Abuse Hotline	800-888-9383
Nar-Anon	800-262-2463
Narcotics Anonymous Hotline	360-690-4488

Other Resources

Community Drug & Alcohol Center	360-696-1631
Recovery Northwest	360-695-1297
Information & Referral	360-694-8899
Crisis Line	360-696-9560
Teen Crisis Line	360-695-1571
Alcohol/Drug 24 hour Helpline	360-696-1631
Suicide Crisis Line	800-626-8137
Bureau of Alcohol & Substance Abuse	360-753-5866
Crisis Pregnancy Center	360-699-5433
Catholic Community Services	360-696-0379
Elahan-Mental Health Counseling	360-993-3000

School Wide Expectations

District Discipline Policy

Parents should be familiar with our District's Discipline Policy for all school sites. Please review the [Student Conduct Policy, Board Policy 3240](#).

YALE ELEMENTARY

Be Safe

Be Respectful

Be Responsible

POSITIVE REWARD SYSTEM

This component of PBIS is a school-wide plan to **“catch students being good.”** Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis.

CORRECTIONS

When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable. As a result, a school wide corrections program will be implemented. This will allow for consistency among staff and administration. Infractions of behavior are split into 2 behaviors, minor and major. Minor violations will be handled with the teacher involved, and major violations will be handled by the administrator.

A minor violation on the first offense will result in documentation and problem/solving consequences. The second same minor offense will result in documentation, problem solving/consequences and parent phone contact. The third same minor offense will be referred to an administrator.

A major violation will be immediately referred to an administrator.

	Be Safe	Be Respectful	Be Responsible
Classroom	<ul style="list-style-type: none"> • Walk quietly into class • Go to Assigned area/seat • Keep hands, feet and objects to yourself • Use materials for their intended purpose 	<ul style="list-style-type: none"> • Use appropriate voice levels • Quietly raise hand when help is needed and keep working • Respect others' property and personal space 	<ul style="list-style-type: none"> • Come prepared with materials to work and learn • Use materials appropriately
Hallways	<ul style="list-style-type: none"> • Open doors slowly • Walk on the right hand side • Use a nice tone when speaking • Eyes and bodies forward 	<ul style="list-style-type: none"> • Use polite language • Use conversational volume • Positively acknowledge those who address you • Respect items on walls or ceiling 	<ul style="list-style-type: none"> • Move to class on time • Use indoor voice levels • Stay in designated areas • Keep the hallways clean
Gym	<ul style="list-style-type: none"> • Follow school-wide expectations • Remain in supervised areas • Follow gym rules • Move in the appropriate manner • Use equipment properly • Be cleared to participate 	<ul style="list-style-type: none"> • Use school appropriate language • Follow directions of staff • Support directions of staff • Display good sportsmanship • Respect others' property 	<ul style="list-style-type: none"> • Use equipment for its intended purpose • Play fair • Avoid bullying • Be a good citizen • Dress appropriately for PE
Lunchroom	<ul style="list-style-type: none"> • Stay in a single file lunch line • Wait patiently • All items stay on table • Keep your hands to yourself • Alert adult if you see a mess • Sit properly 	<ul style="list-style-type: none"> • Follow staff directions • Voice level 0-2 • Monitor language • Open seats and table are open to everyone (unless assigned seats or activity) • First come/first served for seating • Sit in a seat while eating/drinking • Wait to be dismissed by an adult • Active listening to announcement 	<ul style="list-style-type: none"> • Clean up after yourself • Clean up spills or report them to an adult • Ask permission to leave the lunchroom for restroom • Eat only your food • Avoid bullying or being bullied
Library	<ul style="list-style-type: none"> • Use walking feet • Safe hands • Respect personal space 	<ul style="list-style-type: none"> • Voice levels 0-1 • Wait to be invited into the library 	<ul style="list-style-type: none"> • Use shelf markers • Look at your own materials • Leave the library the way you found it
Playground	<ul style="list-style-type: none"> • Remain in approved areas • Safe hands & safe play • Use equipment properly • Let others have their space • Whistle system: 1-Stop, look, listen; 2-Line up for directions; 3-End of recess 	<ul style="list-style-type: none"> • Follow directions of all staff • Give everyone the opportunity to play • Respect personal space • Use positive/ appropriate language 	<ul style="list-style-type: none"> • Play fair • Avoid bullying • Use polite language • Solve your own problems • Use time to complete reflection form • Ask permission to use the restroom
Parking Lot	<ul style="list-style-type: none"> • Stay on the sidewalks • Stay with an adult • Move to the playground for longer conversations 	<ul style="list-style-type: none"> • Respect that there are cars that travel through the parking lot • Respond appropriately to all expectations 	<ul style="list-style-type: none"> • Remain inside the fenced area when playing during non-school hours

Student Conduct Expectations and Reasonable Sanctions

Policy 3240 Procedure 3240

The Board acknowledges that student conduct and behavior are closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. The Board therefore requires that each student adhere to the rules of conduct established by the District and its various schools and programs and submit to discipline taken as a result of conduct violations.

Students are expected to:

1. Respect the rights, person, and property of others;
2. Pursue the required course of study;
3. Preserve the degree of order necessary for a positive climate for learning;
4. Comply with District rules and regulations; and
5. Respect the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the District, criminal acts, and/or violations of District rules and regulations may be subject to discipline by the District and prosecution under the law.

The superintendent or designee will develop reasonable rules of student conduct (see Procedure 3240P) for the preservation of the health and safety of students and employees and the preservation of an educational process that is conducive to learning. Such rules will state with reasonable clarity the types of misconduct for which discipline, including suspension and expulsion, may be imposed.

In accordance with state law, the student conduct rules adopted by the District will be interpreted to ensure that the optimum learning environment of the classroom is maintained, and that the highest consideration is given to the judgment of qualified certificated educators regarding the conditions necessary to maintain the optimum learning environment.

Student conduct rules will be enforced by school officials:

1. On school grounds during and immediately before or immediately after school hours;
2. On school grounds at any other time, including when school is being used by a school group(s) or for a school activity;
3. Off school grounds at a school activity, function, or event;
4. Off school grounds if the actions of the student materially or substantially affect or interfere with the educational process; or
5. Upon school-provided transportation, designated District bus stops, or any other place while under the authority of school personnel.

In addition to the rules established in Procedure 3240P, schools may develop and implement site-specific rules for student conduct (examples include establishing off-limits areas, prohibiting food

on carpet, etc.). Such rules must be consistent with the District's student conduct rules.

The superintendent or designee will make the District's policies and procedures regarding student conduct rules and student discipline available to students, parents/guardians, employees, and the community. The District will annually provide policies/procedures 3240 and 3241 to District personnel, students, and parents/guardians, which may require language assistance for students and parents/guardians with limited-English proficiency.

The superintendent or designee will ensure that employees and contractors are knowledgeable about the District's discipline policies and procedures.

The District will develop and periodically review its discipline policies and procedures with the participation of school personnel, students, parents, families, and the community. During the development and review of discipline policies and procedures, the District will use disaggregated data collected under RCW 28A.300.042 to monitor the impact of the District's discipline policies, procedures, and practices and to update such policies and procedures to improve fairness and equity in the administration of discipline.

The principal and certificated employees in each school building will confer at least annually for the purpose of developing and/or reviewing building disciplinary standards and the uniform enforcement of those standards, in accordance with RCW 28A.400.110.

The superintendent or designee will develop procedures necessary to implement this policy.

DISCIPLINE FOR STUDENT MISCONDUCT

Rules of student conduct established by the District are essential to maintain a school environment conducive to learning. A student's refusal to comply with written rules and regulations for the governing of the school will constitute cause for discipline.

ROLE OF STAFF IN CORRECTION OF STUDENTS

Staff are responsible for supervising student behavior, employing effective classroom-management methods, and enforcing the rules of student conduct in a fair, consistent, and nondiscriminatory manner. Within each school, the principal or his/her designee will determine that appropriate student discipline is established and enforced. The superintendent and other certificated administrators have the authority to discipline, suspend, or expel students when appropriate.

Discipline must be reasonable and necessary under the circumstances and reflect the District's priority to maintain a safe and positive learning environment for all students and staff. The methods employed in enforcing District rules involve professional judgment. The following factors should be considered in imposing discipline:

- Consistency from day to day, student to student, and teacher to teacher;
- Severity of the misconduct;
- The student's nature and prior behavior;
- Fairness to the student, parent, and others;
- Effectiveness of the proposed corrective action; and
- Effect of misconduct on the educational environment.

CONDITIONS FOR IMPOSITION OF DISCIPLINE

Student discipline will be enforced in order to maintain a safe and orderly school environment that is conducive to student learning. No student will be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process. When administering discipline under this chapter, the District will not:

- Unlawfully discriminate against a student 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;
- Deprive a student of the student's constitutional right to freedom of speech and press; the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances; or the constitutional right to the free exercise of religion and to have the student's school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising the right;
- Deprive a student of the student's constitutional right to be secure in the student's person, papers, and effects against unreasonable searches and seizures;
- Unlawfully interfere in a student's pursuit of an education while in the custody of the District; or
- Deprive a student of the student's right to an equal educational opportunity, in whole or in part, without due process of law.

PROCEDURES FOR DISCIPLINE

In order to preserve a beneficial learning environment for all students and to maintain good order and discipline in each classroom, the superintendent or his/her designee will develop written procedures for administering discipline at each school within the District. The procedures will be developed with the participation of school personnel, students, parents/guardians, and the community. The procedures will:

- Provide for early involvement of parents in efforts to support students in meeting behavioral expectations.
- Provide that the teacher, principal or designee, and other school authorities will make every reasonable attempt to involve parents/guardians and the student in the resolution of behavioral violations for which discipline may be administered.
- Provide that no form of discipline (as that term is used in Procedure 3241P) will be administered in such a manner as to prevent a student from completing subject, grade-level, or graduation requirements.

In addition, the procedures will be consistent with the due process rules issued by the Office of Superintendent of Public Instruction (OSPI) in Chapter 392-400 of the Washington Administrative Code (WAC) and address conditions for imposing and contesting (i.e., appealing) corrective actions, including the following:

- No student will be long-term suspended or expelled for more than the length of one academic term, which the Board defines as one semester (approximately 90 school days), unless the principal or designee petitions the District superintendent for extension of an expulsion, and the petition is granted.
- The District will not impose long-term suspension or expulsion as a form of "discretionary

discipline,” as that term is defined in state law (RCW 28A.600.015).

- The District will not suspend the provision of educational services to a student in response to behavioral violations. Students will be provided with an opportunity to receive educational services during a period of suspension or expulsion.
- The District will make efforts to have each student who has been long-term suspended or expelled return to an educational setting as soon as possible. The District will convene a re-engagement meeting with and create a re-engagement plan for each student who has been long-term suspended or expelled. The re-engagement plan will be tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion.
- Any student who has been suspended or expelled may apply to be readmitted at any time.
- For the purpose of hearing appeals of long-term suspension, expulsion, and emergency expulsion the superintendent will appoint a hearing officer (who may be a District employee or contractor) to hear and decide appeals. The hearing officer may not be involved in the student's behavioral violation or decision to long-term suspend, expel, or emergency expel the student and will be knowledgeable about state discipline rules and the District's discipline policies and procedures.

The purpose of the procedures is to provide an opportunity for discipline to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff. The District will ensure that its employees and contractors are knowledgeable about this policy and the related procedures. Staff will follow the District's discipline procedures in responding to student misbehavior.

The superintendent or his/her designee will annually distribute the District's discipline procedures to students, parents/guardians, and school personnel. The superintendent or his/her designee, in consultation with staff, students, families, and the community, will periodically review and update said procedures. During development and review of those student discipline policies and procedures, the District will use disaggregated data to monitor the impact of its policies, procedures, and practices and update its policies and procedures to improve fairness and equity in the administration of discipline.

Problem Area	Definition	Actions
Continued Defiance of Authority	Refusal to follow the reasonable requests of school personnel	Parent conference. Discipline to expulsion
Alcohol or Drugs	The use, sale, possession, or under the influence of alcohol or any controlled substance including inhalants, or any controlled substance	Discipline to expulsion
Arson	Use of fire to destroy/damage or attempt to destroy/damage property	Long term suspension to expulsion
Assault/Threat	Physical attack by one or more individuals upon another individual. The threat of physical force against another person, including the use of a weapon for the purpose of inflicting injury	Short term suspension to Expulsion
Bomb Threat	Threats to bomb or damage any public school building facility or person	Long term suspension to expulsion
Closed Campus Violation	Leaving the school grounds at any time after arriving in the morning without the permission of school personnel	Discipline to long term suspension
Vandalism(including graffiti)	Willful or malicious injury of furniture equipment, buildings or other school property. This includes cutting, marking, writing on, or defacing in any manner	Discipline and restitution suspension to expulsion
Disruptive Conduct	Use of force, violence, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct to cause the substantial and material disruption of any lawful mission, function of the school process, or	Discipline to long term suspension
Disruptive Dress and Appearance	Dress and appearance which is disruptive to the educational process and/or threatens the health and safety of the students or others. No student will wear apparel which exposes a bare midriff.	Discipline to long term suspension
Extortion/Coercion	The wrongful taking of or demand for money or property without his/her consent through the use of threat or physical force	Short term suspension to expulsion
False Alarm	Activating a fire alarm for other than the intended purpose of the alarm	Long term suspension to expulsion
Fighting	Physical conflict with two or more aggressive person using actions that may cause physical harm	Discipline to long term suspension
Gangs/Gang Activity	Any activity of gangs or expression of gang membership likely to cause disruption of the school and/or present a threat to the health and welfare of students and school personnel	Discipline to expulsion
Threats, hazing, and verbal abuse	Intentional actions, physical threats, or intimidation. This also includes pushing/shoving and other unsafe behaviors.	Discipline to long term suspension

Bullying	Bullying is a series of repeated, intentionally cruel incidents, involving the same students, in the same bully and victim roles	Discipline to long term suspension
Inappropriate Language/ Lewd Conduct	The use of vulgar or profane language on school property whether spoken, written, or gestured	Discipline to short term suspension
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by a student to another student.	Short term suspension to expulsion
Obscene or Disruptive Material	Publishing or distributing on school grounds libelous, obscene, or disruptive materials	Discipline to expulsion
Weapons and Explosives	The possession, use, or transporting of any object that could reasonably be considered a firearm or dangerous weapon; and the possession of any exploding item or device that would be capable of producing bodily harm, damage to property, or disruption of the educational process	Discipline to expulsion
Tobacco	The use, sale, possession or distribution of tobacco in any form and/or associated items (pipes, papers, lighters, etc.)	Discipline to long term suspension
Racial Harassment or Discrimination of any type	Discrimination or harassment of an individual on the basis of age disability, national origin, race, marital status, religion, or sex by verbal statements, written statements, gestures, or actions.	Discipline to expulsion
Theft	A student shall not carry away personal goods or property of another person or the school district	Short term to long term suspension
Forgery	Intentional falsification of materials. Falsification includes, but is not limited to school assignments, tests, cheating, and absence notes.	Discipline to short term suspension
Possession or use of Public Annoyances	Possession or use of items (such as, iPods, radios, laser pointers, squirt guns, electronic devices) which cause or can cause a public annoyance.	Confiscate – Discipline to short term suspension
Trespass	Unauthorized entry into or upon the property of the school	Discipline to long term suspension
Truancy	Unauthorized or unexcused absences from school. This includes “skipping” individual classes.	Discipline to long term suspension
Multiple Minor Violations	Repeated violations of school policies, rules and violations	Discipline to long term suspension

Bus Transportation Rules

Busing is provided by KWRL. Please contact them regarding bus related issues and questions; (360) 841-2023.

SAFETY RULES AND CONDUCT

Because of the importance of safety, the KWRL School Transportation Cooperative takes precautions each year to see that students and their families become familiar with the school district's rules for riding school buses.

1. Students shall obey the directions of the bus driver at all times. The bus is an extension of the classroom and thus all items and behaviors banned in the classroom shall also be banned on the school bus.
2. In the event of an actual emergency, students must follow emergency exit procedures as established by emergency exit drills which are discussed and practiced each year.
3. Students shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities to do otherwise.
4. No student shall be permitted to leave the bus, except at the regular stop, unless permission to change is given by school authorities.
5. Each student may be assigned a seat in which they will be seated at all times, unless permission to change is given by the bus driver.
6. Students shall: (1) sit properly in seat, (2) not throw anything on the bus, (3) keep their hands to themselves, (4) be courteous to other passengers (5) maintain reasonable classroom volumes (6) keep the aisles clear at all times (7) remain seated at all times and until the bus comes to a complete stop.
7. Students are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor. Eating on the school bus for home to school and school to home routes is not allowed without the permission of the driver.
8. No student shall smoke, light matches or lighters, or use any type of flame, sparking or exploding device on the school bus.
9. Students shall not have in their possession any substance banned by the school such as tobacco, alcoholic beverage, marijuana, narcotics, stimulant drugs, drug paraphernalia, or any over the counter drug that is used outside of the normal and customary guidelines for that drug.
10. Any item that causes disruption or distraction to the driver such as, but not limited to, electronic devices may be confiscated.
11. Windows shall not be opened without the permission of the driver. No student shall at any time extend any body part out of the windows whether the school bus is in motion or standing still. Students must not throw anything out the windows.

12. Students must make sure that they have nothing in their possession that may cause injury to themselves or another, such as banned weapons, sticks, breakable containers, balloons, straps, or pins extending from their clothing. No animals other than service animals are allowed on the bus.
13. Scented products such as perfume, cologne, deodorant or any aerosol devices may not be discharged on the bus.
14. Skateboards, folding scooters and bikes are not to be brought on the bus.
15. Consistent with school district policies, bullying or harassing behavior will not be allowed or tolerated on the school bus.
16. School projects that cannot be placed in a backpack or safely secured may not be transported on the bus. Music instruments are allowed but must be placed safely in the same seat compartment as the student owner.
17. No students shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver while the bus is in motion.
18. Students shall leave the bus in an orderly manner. They must not cross the highway without verifying that it is safe to proceed and until given consent by the driver. When boarding or leaving the bus, students must be in view of the driver at all times. Students shall cross the highway only in front of the school bus and never behind.
19. Students must arrive at the bus stop on time (at least 5 minutes before the bus arrives) and must not stand or play on the roadway while waiting for the bus to arrive.
20. Self-discipline should be exercised by the students at the bus-loading area. Students will refrain from pushing and shoving other passengers or engaging in other unsafe activities.
21. Students who have to walk some distance to the bus-loading zone must walk, where practicable, on the left-hand side facing the oncoming traffic. This will also apply to students leaving the bus-loading zone in the evening.
22. Students are not to run errands between the bus stops and home. (For example, students running behind a bus to cross a busy street to get mail create an extremely dangerous situation.)
23. The school district will be reimbursed by parents or the student for damage to school buses resulting from student misconduct.
24. Failure to abide by these rules may result in the loss of bus riding privileges.
25. Parents are reminded that cars and other motor vehicles must stop for school buses loading and unloading children when the bus's stop sign is out and the bus's red lights are flashing. Please help us by reporting violators and by talking to your student about why it is important for all of us to practice safe driving techniques...especially when children are present.
- 26. Students must bring a signed note from home in order to ride a different bus.**

The school bus is an extension of the classroom and each student is subject to the progressive discipline policies defined by the respective district. Please refer to the student handbook. If a disciplinary problem should occur, the normal order of disciplinary action could be as follows:

1. Verbal Warning
2. Seat Assignment
3. Bus Referral
4. Suspension of transportation services

An immediate referral and/or loss of riding privileges could result due to severe behavior and refusal to follow procedure guidelines.

ROUTE INFORMATION

Information regarding routes, pick up, and drop off times is provided by KWRL. Please contact them directly regarding transportation questions; 360-841-2023.

KWRL ELECTRONIC TELECOMMUNICATION DEVICES POLICY

KWRL Transportation is a cooperative effort of the Kalama, Woodland, Ridgefield and La Center school districts to provide safe and efficient transportation services for each respective member district. All students boarding KWRL school buses must abide by the school district policies and student handbooks approved by each separate member district school board.

KWRL Transportation bus rules are a supplemental operational directive and do not replace or supersede any specific school district policy set forth and approved by member district school boards.

1. Personal electronic devices are for each individual student's personal use only. Contents of personal electronic devices may not be shared visually, audibly or through digital transmission with any other students while on a KWRL school bus. Using an electronic device for photography or recording video while on a KWRL school bus is strictly prohibited. Sharing content or use of an electronic device in violation of RCW 9.68A.011 will be reported to the respective school district and to local law enforcement.
2. Use of an electronic device on a KWRL school bus that creates an unsafe condition or distraction to the driver is strictly prohibited. Distracting, or unsafe conditions shall include any condition that distracts the driver's attention from their duties or encourages students to alter their safe seating orientation within their seat compartment.
3. KWRL will not be responsible for managing lost, stolen or damaged electronic devices brought onto a KWRL school bus.
4. By bringing a cell phone onto a KWRL school bus, the students and parents consent to the search of the device when school officials have reasonable suspicion that such search will reveal a violation of school rules. For the purpose of this rule a school official shall be defined by the respective school district.

Student transportation services are a privilege not a right in the State of Washington and adherence to KWRL Transportation Bus Rules is a required condition for access to transportation services. Students that do not respect or adhere to KWRL Transportation rules may have their transportation services suspended or revoked to ensure the safe and efficient transportation of all students. Possession of an electronic device on a KWRL school bus is a privilege and not a right of the student or parent/guardian. Permission to use or possess an electronic device on a KWRL school bus may be suspended or revoked.

TRANSPORTATION OF UNSAFE ARTICLES

Teachers or other school district personnel must refrain from requesting students to transport on a school bus any form of animal life (except seeing eye dogs), firearms, weapons, breakable containers, flammables, or articles which could adversely affect the safety of the bus or passengers.

WAC 392-145-020(7)

RULES FOR SCHOOL BUS DRIVERS

A student may be permitted to leave the bus at other than his or her regular stop, provided that permission is first obtained pursuant to district policy.

EMERGENCY SUSPENSIONS

There may be unusual circumstances when a driver feels a student's misbehavior is so serious that it places that student's or other students' safety in jeopardy, and does not think that student should be allowed to ride the bus the next morning. In those cases the driver needs the approval of the KWRL Transportation Director. This can occur via the radio, and the parent must be contacted. A meeting with the administrator should occur the following day.

BUS RIDING GUIDELINES

- Be courteous and use appropriate language.
- Please, do not eat or drink on the bus.
- Keep the bus clean.
- Always cooperate with the driver.
- Stay in your own seat for the safety of yourself and others.
- Keep heads, hands, and feet inside the bus.
- Your bus driver is authorized to assign seats.

General Information

ELECTRONIC DEVICES, TOYS, AND OTHER PERSONAL PROPERTY

CELL PHONES + PERSONAL ELECTRONIC DEVICES

We understand many parents provide cell phones and smart watches with internet capabilities for their children, but we require cell phones to be turned off and kept in backpacks until the child leaves school property. We have phones in the office for students to use should they need to make contact with a parent during the school day. Should a student violate this school policy, the phone and or smart watch will be taken and placed in the office until the end of the school day.

Toys should not be brought to school unless your child has prior teacher permission for a special presentation. Toys often interfere with teaching and learning. The school is not responsible for lost, stolen, or damaged electronic devices, toys, or other personal property.

BEVERAGES AT SCHOOL

Students will not be permitted to bring energy drinks into school. Should parents/carers wish to provide students with drinks to be consumed during the school day, then water in clear bottles or clearly marked individual portions of fruit juice is acceptable. Parents/carers and pupils need to consider the impact of high sugar drinks on health and wellbeing.

ASSEMBLIES

Attendance at assemblies is a privilege; it is expected that each student's conduct will encourage attention and participation by all students. Courtesy and good listening habits are essential for successful assemblies.

Three assembly rules:

1. Sit flat on your pockets
2. Eyes/Ears on Presenter/Speaker
3. You may use 0-2 voices while waiting for the program to begin.

VISITORS

Visitors to the school must report directly to the office. Parents and guardians wishing to attend their child's classes must give the office and the teacher(s) 24-hour notice and complete a Background Check at least 2 weeks before you wish to volunteer. Background Checks may be completed at any Woodland school office or the District Office. Yale, unlike other schools, does not have a secretary on site and therefore no one to answer doors during working hours. In an effort to honor instructional time we ask that you don't come to the school during the school day unless the teacher has been notified. Siblings or school-age friends are not permitted to visit during school hours unless they are accompanied by their parents. If you plan to bring a sibling while volunteering, please ensure they do not disrupt the learning environment. Non-students, not having an administratively determined valid purpose to be on school grounds will be requested to leave. Enforcement of this request, if necessary, will be by law enforcement authorities.

PHONE CALLS

Phone calls to Yale School during the day will be answered by a secretary and then messages routed to teachers. If there is an emergency and you must speak to a school staff immediately, the secretary will route your call to the appropriate person.

TRANSPORTATION CHANGES

Please send a signed note to school if your child rides a bus or is a pick-up and you plan to change his/her routine for that particular day. Students will be sent home via normal transportation if the homeroom teacher does not have a written note from a parent or guardian. The office will take transportation change notes until **1:30 PM**.

In the event of a traffic emergency, please have an alternate plan for transportation or childcare. The school is unable to provide supervision of students after school.

VOLUNTEER INFORMATION

If you want to volunteer at Yale Elementary, please contact the teacher you wish to work with or call 360-841-2950. According to state regulations, it is necessary for all school volunteers to complete a Background Check with the Washington State Patrol. The office can provide you with the necessary paperwork. There are no fees. It is important that volunteers complete the application process two weeks prior to assisting children in the classroom or accompanying classrooms on field trips. This extra measure of protection is necessary to help us identify individuals who should not be assisting young people. We appreciate your cooperation as we work to ensure that our school is a safe place for your child(ren). Background checks are good for one year and must be resubmitted every school year.

DRESS CODE

Students and their parents have the primary responsibility for determining if student attire is within the guidelines established. Dress or appearance that has the potential for causing disruption is not permitted. The principal or his/her 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. Students will be warned of improper dress and then given a minor referral for each subsequent infraction.

- Clothing or accessories that advertise, promote or depict alcohol, tobacco, illegal drugs, display of profanity, vulgarity, or sexual innuendo are not appropriate for school. Students should not wear clothing that is excessively revealing. Tube tops, halter tops, tank tops with straps that are narrower than one inch are not allowed. Any attire that exposes a student's midriff or has excessive holes or holes in revealing locations are not permitted.
- Shorts and skirts are permitted, but may be no shorter than the extended reach of the student's fingertips.
- For safety and health concerns, students must wear appropriate footwear at all times at school. Flip-flops are not appropriate for school.
- Hats should be worn bill forward.
- No sunglasses to be worn inside the classroom
- No cosmetics or face paint; with the exception of special dress up days announced by the office.

TOBACCO + VAPE USE

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property and in any proximity to students.

Smoking or any other use of tobacco products shall be prohibited on school district property. In addition, smoking or any other use of tobacco products shall be prohibited off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. This prohibition applies to staff and all volunteers. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Woodland Public Schools Information

CONFIDENTIALITY-FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights with respect to the student's education records. The parent or eligible student has a right to:

- Inspect and review the student's education records;
- Seek to amend the student's education records;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see Releasing Information below); and

- File a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of the act.

Parents wishing to review their children's records should contact the school office.

PARENT'S RIGHT OF ACCESS TO STUDENT RECORDS

Woodland School District No. 404, in order to protect the privacy of parents and students and to comply with the requirements of Section 438 of the General Privacy Act, as amended, designated the following categories of personally identifiable information from student records as directory information:

The student, address, telephone number, date and place of birth, course(s) of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas, certificates and awards received, and the most recent agency or institution attended by the student.

It is the right of the parent/guardian of a student, or of any student who has attained the age of 18, to refuse to permit the designation of any or all of the personally identifiable information with respect to that student as directory information. Such student or parent must notify the school district in writing of such refusal. Such notice should be addressed to: Mr. Michael Green, Superintendent, 755 Park Street, Woodland, WA 98674.

RCW 26.44.030(11) - Upon receiving a report of alleged child abuse and neglect, the department or investigating law enforcement agency shall have access to all relevant records of the child in the possession of mandated reporters and their employees.

RELEASING INFORMATION

Woodland School District is permitted by state and federal law to disclose student information without consent in the following cases:

- If a school official needs to review an education record to fulfill his or her professional responsibility;
- If information is requested by another school district in which a student seeks or intends to enroll; and
- If the information requested is directory information. Directory information includes data such as student's name, photograph (for use in public information), date and place of birth, address, phone number, grade, dates of attendance, most recent previous school attended, diplomas and awards received and participation in recognized activities and sports.

Though schools may release directory information without obtaining the prior consent of parents, school officials use their discretion as to whether they release such information to third parties.

Please note that under FERPA, parents have the right to request non-disclosures of any or all of the above information.

PUPIL RIGHTS - PPRA

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the rights to:

- Consent before students participate in a survey that concerns one or more of the protected areas: political affiliations or beliefs; mental or psychological problems; sex behaviors or attitudes; illegal, anti-social or self-incriminating behavior; legally

- recognized privileged relationships; religious practices, affiliations or beliefs; and income, other than required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of any other protected information survey; any non-emergency, invasive physical exam or screening required as a condition of attendance, except for those required under state law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing.
 - Inspect upon request and before administration of use any protected information surveys of students; instruments used to collect personal information from students for any marketing, sales or distribution purposes; and instructional material used as part of the educational curriculum.

PUBLIC RECORDS

Pursuant to Chapter 42.17 RCW, parents and other members of the public have the right to inspect and copy public records retained by the District, including records pertaining to employee discipline, unless the records are exempt from public disclosure under state law.

VIDEO SURVEILLANCE

Video surveillance may occur on district property. The district may use footage from video surveillance for student disciplinary action.

LEGISLATION REGARDING MILITARY RECRUITERS

Section 952B of the No Child Left Behind Act, also known as Armed Forces Recruiter Access to Students and Student Recruiting Information, requires schools to provide student contact information to military recruiters and institutes of higher education unless a parent has opted out of providing such information.

CHILD IDENTIFICATION PROCEDURES

The district conducts Child Find activities for the purpose of locating, evaluating, and identifying students with a suspected disability who are residing within district boundaries. Child find activities apply to children who are not currently receiving special education and related services. Parents having concerns about their child's health, hearing, intellectual functioning, language, learning, movement, serious behavioral needs, speech, or vision can call the school or district office.

DRUG-FREE SCHOOLS

The Woodland School District supports and enforces drug-free schools. Use and/or possession of alcohol and illicit drugs is unlawful, wrong, and harmful. A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used alcohol or any controlled illegal, addictive, or harmful substances of any kind (including anabolic steroids) while on school grounds or at a school activity, function, or event. Violation of this policy shall result in the following:

- The parent(s) will be notified to discuss appropriate treatment.
- The school administration may request the assistance of a law enforcement official investigating the source of the substance.
- Appropriate school disciplinary action will be taken.

To ensure the safety, health and well-being of all students, the district is committed to a program that emphasizes drug and alcohol abuse prevention, intervention, aftercare support and necessary

corrective actions. While the primary obligation to seek assistance rests with the student and his/her parent(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program. The district shall seek the support and cooperation of public and private agencies as necessary.

NON-DISCRIMINATION/TITLE IX

Woodland School District assures that all its students have an opportunity to enroll in classes, programs and extracurricular activities without regard to race, color, national origin, sex, or handicap. The district complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or disabilities. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the district office.

TEACHER QUALIFICATIONS

Federal law permits parents of children in Title I Schools to request information on the professional qualifications of their child's teachers and Para Educators. Specifically, parents have the right to ask for the following information:

- Whether OSPI has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether OSPI has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to know if your child's school is a Title I School and/or receive any of this information, please call Vicky Barnes at 841-2700.

SPECIAL EDUCATION FUNDING

Each year our Special Education Department applies for the Federal Fund grant through The Office of Superintendent of Public Instruction (OSPI). This grant will support the district's special education programs and services and help provide an equal and quality education for all students. Parents can review the application by contacting the Special Education Department.

CHILD ABUSE PREVENTION

Woodland School District works with state agencies (including OSPI) to establish a coordinated primary prevention program for child abuse and neglect. Parents may refuse to have their children participate in the program.

MCKINNEY VENTO ACT

Woodland School District is required to provide notice of the educational rights of homeless students. Please contact the district office for more information.

EVERY CHILD SUCCEEDS ACT

In accordance with the ESSA, Woodland School District provides notices to parents and the public including annual reports and progress reviews; school improvements; teacher qualifications; student achievement information; and a variety of information about the status of English Language learners.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

Under IDEA, Woodland School District provides a copy of procedural disability safeguards upon request. Please contact the special services offices if you would like one.

ASBESTOS PLAN

Woodland schools engage in a continuous asbestos surveillance program to assure that there are no asbestos problems or danger to students and employees. A copy of the District's asbestos management plan is available for review at the district office.

PESTICIDES

Washington State law requires all school districts to adopt a pesticide policy and related procedures for implementing the policy. It is Woodland School District's intent to take steps that will promote a safe and healthy environment for children, staff, parents and others who visit the schools. Information regarding the use of pesticides in the District is available at the district office.

INSURANCE

An insurance policy which covers the insured going to and from school, while in school or during a school activity, is available to all students. The Woodland School District assumes no responsibility concerning the insurance. The school merely provides students with the opportunity to purchase insurance coverage. The forms are available in the office.

HARASSMENT, INTIMIDATION AND BULLYING (HIB), SEXUAL HARASSMENT, DISCRIMINATION AND CIVIL RIGHTS

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?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening the educational environment for other students.

HIB generally involves 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 to share concerns about [HIB Form](#) but 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 Jake Hall, 800 Second St. Woodland, WA 98674, hallj@woodlandschools.org, (360) 841-2720 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. Also, the school must 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 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, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, 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 [Policies and Procedures](#).

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 [Policies and Procedures](#).

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: Vicky Barnes, barnesv@woodlandschools.org, (360) 841-2702

Concerns about sex discrimination, including sexual harassment: Title IX Coordinator: Vicky Barnes, barnesv@woodlandschools.org, (360) 841-2702

Concerns about disability discrimination: Section 504 Coordinator: Jake Hall, 800 Second St. Woodland, WA 98674, hallj@woodlandschools.org, (360) 841-2720

Concerns about discrimination based on gender identity: Gender-Inclusive Schools Coordinator: Vicky Barnes, barnesv@woodlandschools.org, (360) 841-2702

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 disagrees with the written decision of the superintendent or designee, the complainant may appeal the decision to the district's Board of Directors by filing a written notice of appeal with the superintendent within ten (10) calendar days following the date upon which the complainant received the response, then 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](#).

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: 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://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

GENDER-INCLUSIVE SCHOOLS

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 [Policies and Procedures](#).

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Vicky Barnes, barnesv@woodlandschools.org, (360) 841-2702.