

R. E. BENNETT ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK



"Our mission is to foster an environment in which staff, students, and families participate in the responsibilities of education."

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*"Learning With The Leaders of
Tomorrow"*

R. E. Bennett Elementary is a federally approved Title I Schoolwide Model. As a Title I Schoolwide school, all students are eligible to receive Title I assistance. Teachers and educational assistants are afforded this flexibility in order to provide the best possible services to your child. Although we do not receive any additional staff members or funding, the current federal guidelines that allow services to a limited number of students are waived. Therefore, when a student needs assistance, and support staff is available, they will be allowed to provide assistance at that time.

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The Chehalis School District receives Title 1 Part A federal funds through the **No Child Left Behind** legislation for support of its instruction, staff training, and student achievement. The requirements that accompany this funding include the District’s obligation to inform you as parent/guardian, that you may request information from the building principal or District Office regarding the professional qualifications of the staff serving your child(ren). This information may include:

- Whether or not the child’s teacher has met state certification for the grades and subjects he or she is teaching.
- Whether or not the teacher is working with an emergency or conditional certificate where state certification has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held, including field of discipline of the certificate or degree.
- If the child receives instructional services from a paraprofessional(s) and if so, his or her qualifications.
- Please contact the building principal or District Office for methods of receiving this information.

INTRODUCTION

Welcome to R.E. Bennett Elementary School! On behalf of the entire staff, I invite you and your family to join us for another year of learning with the second and third grade students of the Chehalis School District. It is our goal at R.E. Bennett School to provide your child with the highest quality educational services possible in an environment that is both nurturing and challenging. The purpose of this handbook is to share with you many important procedures and expectations that will contribute to your child's growth and development at school. By working as partners, we can ensure that your child's school experience this year is simply the best that it can be!

Kimberly Camren, Principal
R. E. Bennett Elementary School

R. E. BENNETT SCHOOL MISSION STATEMENT: Our mission is to foster an environment in which staff, students, and families participate in the responsibilities of education.

DAILY SCHEDULE

| | |
|-------------------|---|
| 7:45 am | Office opens & gym opens for students |
| 8:00 am | Students enter classrooms |
| 8:10 am | First bell rings |
| 8:15 am | Instruction begins |
| 9:50-10:20 am | Morning recess (students will have either a morning or an afternoon recess in addition to their lunch recess) |
| 10:55 am-12:00 pm | Lunch & recess |
| 1:05 pm-1:35 pm | Afternoon recess |
| 2:30 pm | School dismissal |
| 4:00 pm | Office closes |

STUDENT SUPPORT SERVICES R. E. BENNETT ELEMENTARY SCHOOL

Chehalis School District Mission Statement: The mission of the Chehalis School District, in partnership with families and community, is to meet the learning needs of each student by providing a comprehensive, student-centered educational program that inspires and develops responsible, contributing citizens.

Chehalis Student Support Mission Statement: Our mission is to facilitate

lifelong learning through the integration of family, community, and educational services so that each student has the opportunity to reach his or her potential as a responsible member of a community.

R. E. Bennett Mission Statement for Students Identified as Eligible for Student Support Services: To facilitate the Chehalis School District and Student Support mission statements, the R. E. Bennett staff will employ three models to meet the needs of students with Individualized Education Programs (IEPS). These three models are:

Mainstreaming: In this model, the student is the primary responsibility of the student support teacher, with the regular education classroom being a support service. The student's Individualized Education Program (IEP) is predominantly designed, coordinated, and implemented by the student support staff.

Integration: This model places a student predominantly within the regular education classroom, but pull-out instruction may be an option. Support services provided by the student support staff may include consultation, pull-out instruction, and/or in-class assistance. Student support teachers, specialists, and regular education teachers share responsibility for designing, coordinating, and implementing the student's Individualized Education Program (IEP).

Inclusion: The inclusion model is designed for students who receive all their instruction within the regular classroom environment. In this model, the student does not receive any supportive instruction outside the regular classroom. Student support may include consultation, curricular adjustments, and in-class assistance. The regular education teacher, with support from the student support staff, designs, coordinates, and implements the student's Individualized Education Program (IEP).

The three models listed above will be considered, based on the individual needs of each student, in completing the IEP process.

ATTENDANCE

Regular school attendance for your child is an important parental responsibility to help insure that students are able to learn and maintain steady growth and progress in school. Students are expected to comply with district and state attendance requirements whereby students are to be prompt and have regular attendance at school. The compulsory attendance law (RCW 28A.225.010 through 28A.225.140) was amended to impose additional requirements of schools. Each school must make sure that parents and guardians are aware of the compulsory attendance law, and that parents are informed of unexcused absences during the school year. If two or more unexcused absences occur during a one-month period, a parent-school conference must be scheduled. All absences must be verified with a written note stating the reason for missing school. A physician's note should be provided for extended absences. **Both excessive excused or unexcused absences will be handled in accordance with compulsory attendance law and Chehalis School District board policy.**

The following criteria constitute an excused absence:

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

Parents are asked to *call the school between 8:00 am and 9:00 am* and inform the school if a child is going to be absent or arrive late that day. Voice mail is available for messages during non-school hours. The school office number is 807-7220. If a student absence is not reported, parents will be automatically called by a School Messenger system. Please send a follow-up note stating the date and reason for the absence or late arrival.

Make-Up Work - If you would like the teacher to provide your child with the work he/she will miss during an excused absence, please request it in the morning and it will be ready for you to pick up from our school office by the end of the school day (3:00 pm). Missed work assignments may be made up within a reasonable period of time (usually one day for each day absent), as arranged with your child's teacher.

We request that you make appointments for your child either before or after school whenever possible. Students coming and going from a classroom during school hours are disruptive for the entire classroom and the teacher. Your child also misses important instruction when he/she is not present. We realize this is not always possible, but we appreciate your efforts that allow your child to be present for the entire school day.

To receive the full benefit of the instruction provided, your child needs to be in school. Thank you for your attention and adherence to this attendance policy.

TRANSPORTATION TO SCHOOL

Buses - Bus transportation is provided through the Chehalis-Centralia Pupil Transportation Cooperative. Students not living in the near proximity of the school are encouraged to ride the bus. Bus routes will remain much the same from year to year. If students need to take another bus home for some reason, parents need to send a note requesting this intent to the Bennett office. This note needs to be dated and have the address noted where the student is to get off. Provisions of this type will be made if there is room on the bus to accommodate the request. Please note that it is not feasible for multiple students to ride a bus to another student's home for an event such as a birthday party because it can overload the bus. If you have questions, please contact the Transportation Cooperative at 330-7628 between 7:00 am - 3:30 pm.

Walkers - Students walking to school should plan to arrive at approximately 8:00 am each morning when classrooms are open to students. For those students arriving before 8:00 am, supervision in the gym will be provided beginning at 7:45 am. **THERE IS NO STUDENT SUPERVISION BEFORE 7:45 am.** Adults will also be providing assistance at the crosswalks around Cascade and Bennett Schools each morning (7:45 am - 8:10 am) and at dismissal time (2:30 pm - 2:45 pm).

Private Transportation - If you are providing transportation for your child to or from school, please remember that there is **NO STUDENT SUPERVISION BEFORE 7:45 am.** We ask that you please observe the ONE WAY signs on 2nd and 3rd Streets. This helps provide a smooth and safe traffic flow around the school area. Please drop students off on 2nd Street in the morning and pick students up on 3rd Street at dismissal time in order to avoid conflict with the buses. Also, the NO PARKING areas on 2nd and 3rd Streets will be enforced by the Chehalis Police Department. Your cooperation is appreciated.

STUDENT RELEASE

If students are to be released from school early for any reason, they must have a note indicating the date and the time. When coming to the school, parents **need to check into the office first** to get a release slip. Students are not to be released directly from the classroom or the playground without the release slip. We do this to help provide a safe school environment. Your cooperation in this area is an essential part of making R. E. Bennett School a safe place for all students.

SCHOOL CLOSURES

If for some reason, due to an emergency situation, school should be dismissed early, every attempt will be made to notify parents through the local radio stations. We are also asking parents to fill out important information regarding several options in the event of early dismissal. These options include: staying at school, taking regular transportation home, or other prearranged plans. **IT IS IMPORTANT THAT THE OFFICE HAVE THIS INFORMATION.** If the office is not notified of your intent in this regard, your child will be sent home by means of regular transportation. We are anticipating a normal school year, but must also be prepared for emergency situations should they arise.

CUSTODY ISSUES

Families who have custody issues regarding students at R. E. Bennett School need to contact the school office immediately. These issues often have legal implications that require special attention. *It is the responsibility of the parent or guardian to*

make sure the school is informed of these issues and that current legal paperwork which clearly defines custody rights and any other restrictions or restraints is in our file and up to date. These documents must bear the signature or stamp of a judge.

SECOND HOUSEHOLD INFORMATION

The R. E. Bennett office staff will gladly send non-custodial parents copies of report cards, newsletters, and other information upon request. Please call or come into our office with the name and address of the non-custodial parent to whom the information should be sent.

LOCKERS

Students may be assigned a locker in which to store their personal belongings. Unless a special circumstance exists, students are not allowed to bring locks from home to secure their lockers. If you believe an exception needs to be made for your student, please contact the principal to discuss the matter. For students needing a lock, it's important to make sure that s/he has the means to open the locker on a daily basis and in a timely manner. Locks on lockers are the responsibility of the student. Please note that if your child is unable to unlock his/her locker, the lock will be cut off.

STUDENT ACTIVITY PASSES

Student activity tickets are on sale at the athletic office at W. F. West High School. Tickets are good for admission during the current school year to all home athletic activities sponsored by W. F. West High School, except play-off contests. Students must be accompanied to all games by an adult.

BREAKFAST AND LUNCH PROGRAM

The Chehalis School District offers a good, nutritionally balanced breakfast and lunch program throughout the school year. Breakfast is served at Cascade School for both Bennett and Cascade students each morning from 7:45 am - 8:10 am. Purchase of breakfast and lunch for Bennett students is set up on a meal account system to which deposits are made using a student-specific PIN number. A barcode scan card is issued which students take with them when they go to lunch. A list of prices and the free and reduced lunch application will be sent home with each student at the beginning of the year. These applications will go through the approval process at our district office and you will receive notification regarding your qualification status.

CHEHALIS PTA

The Chehalis PTA has many events planned during the year and is a tremendous support for the Chehalis School District. This organization is always looking for volunteers. Membership information will be coming home with your child. If you wish to join PTA but have not received this information, contact the R. E. Bennett office. Please join in support of this wonderful organization

VOLUNTEER PROGRAM

The Chehalis School District has a very active volunteer program! We encourage you to consider being a part of the volunteer program. Forms are available at any school office. If you wish further information, please contact our volunteer coordinator, Mrs. Grega, at 807-7251, or in person at her office in the R. E. Bennett building, Room 350. All volunteers must have a current State Patrol clearance in order to volunteer in our building, classrooms, or on field trips. State Patrol clearance is valid for two years.

FAMILY CENTER

The R. E. Bennett Family Center will be open on Monday afternoons from 2:30 pm to 3:30 pm throughout the school year. During this time, opportunities to attend many enjoyable family learning events will take place. Further details will be provided throughout each school year. All students must be accompanied by an adult.

CHANGE OF ADDRESS

Please keep our office informed of any changes of address or telephone numbers. This also includes information on a temporary basis. Information of this type is important in case the parents or caretaker need to be contacted in an emergency. It is helpful to have at least one or two contact people listed who do not live in your home.

COMMUNICATION

Please feel free to contact school personnel to clarify any concerns. The staff is very interested in establishing open and honest communication with parents. Building and classroom bulletins and newsletters will be sent home on a regular basis to keep you informed. Individual parent-teacher conferences will be conducted in the fall and spring, with student progress reports being sent home at the end of each trimester.

PETS

Pets may only be brought to school for sharing with teacher consent. We are concerned that even the most gentle pet can become agitated by the curious classroom children, therefore parents are requested to supervise the pet during the school visit. Pets are not allowed to be transported on the school bus, nor are they allowed to remain at school during times when parents cannot supervise.

VISITORS

PARENTS/COMMUNITY

Parents and community members are always welcome at R. E. Bennett Elementary School. However, there are certain requests that need to be followed for those who intend to visit:

1. Make arrangements with the office and teacher one full day before visiting the classroom.
2. Always check into the office when you arrive to sign our visitor's clipboard and obtain a visitor's pass.

STUDENTS

Students from other schools are not permitted to visit R. E. Bennett School during the instructional day due to class size limitations and liability issues. Should you have further questions, please contact the building principal.

CHOICE STUDENTS

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

MEDIA RECOGNITION

During the course of the school year, our students are often involved in activities which newspapers like to feature. This may include news articles and pictures. If you **do not** want your child individually identified by name, please notify our office in writing at your earliest convenience. This procedure excludes group pictures where students are not personally identified.

FIELD TRIPS

Field trips are an important part of the elementary school program. Students must have written permission from their parents and/or guardian to participate. Students who do not have a permission slip the morning of the field trip will not be allowed to participate. Also, students who continually exhibit disruptive behaviors that lead to recess detention and in-school or out-of-school suspension may lose their opportunity to participate in these activities. Students are still under the supervision of school personnel; all school rules apply.

BOOKS

Students are encouraged to check out library books. The library books are to be returned consistent with the time their class visits the library. Students are expected to use these materials with care. If books are lost or damaged, students are expected to pay replacement costs. Report cards may be held in the office until such time as these responsibilities have been met. This procedure is also consistent with the expectations for regular text usage in the classroom.

PARTIES AT SCHOOL

In the interest of sensitivity to the feelings and needs of children, **you are asked not to bring gifts or invitations for parties, unless all children in the class are included and/or invited.** If you wish to celebrate a birthday at school, please clear it with the classroom teacher well in advance so that the proper time can be arranged.

Due to health concerns, our school district has a policy which prohibits home-baked items from being brought to the classroom. For this reason, only items prepared by a commercial bakery can be used. Questions can be addressed to our school nurse.

DISCIPLINE

In order to provide your child and all R. E. Bennett students with a positive learning climate, we have developed a discipline plan and some procedures we would like to share with you. The following is the R. E. Bennett School discipline philosophy:

The ultimate goal of R. E. Bennett Elementary School is to instill in students a positive self-image through good decision-making skills, self-discipline, behaviors, and values taught by parents and teachers working together in a partnership role. Staff members at R. E. Bennett School are responsible for all students. Students are accountable to all staff members.

R. E. Bennett School provides a warm, safe, and caring learning environment in which students have the opportunity to thrive. To enhance this environment in which teachers have the right to teach and students have the right to learn, staff and students will teach, model, and encourage acceptable behaviors and values.

Discipline in our school is necessary to maintain the order and self-discipline that is essential for good learning. All students can and should behave in an appropriate manner. Students and their parents will be informed of the school rules. Student behavior, the result of personal choices, will lead to positive consequences for setting

good examples, or negative consequences for breaking rules.

We will recognize and encourage good behavior. Therefore, we will strive to acknowledge and reward those students who consistently follow school rules. Ways in which good behavior may be rewarded include:

1. Teacher or principal praise and recognition
2. Special privileges, including participation in Bobcat Bonanza activities
3. Recognition/comments on report cards and/or at parent-teacher conferences
4. Award certificates
5. Extended recesses
6. Kiwanis Terrific Kid program
7. Social Skills recognition
8. Cool Cat recognition
9. Incentives to recognize good citizenship and/or improved behavior
10. Classroom rewards based on good behavior

We will help students learn to solve their problems in constructive ways. Positive behavior will be encouraged and recognized. The staff will attempt to help students learn methods to deal with conflicts. We will also endeavor to teach cooperation, trust, communication, respect, and caring skills. Students will be expected to conform to existing rules established for R. E. Bennett School. The major offenses that will result in disciplinary action are:

1. Fighting
2. Behaviors that might harm people
3. Defiance of authority
4. Disrespectful or abusive behaviors
5. Continuous disruptive behaviors
6. Damage to property
7. Harassment/bullying

It is important to note that we do not expect our students to be perfect. Learning to behave in the school environment is part of the expectations that we all make contributions toward. Having students learn from these situations is a major goal.

For students who disregard major rules, the following disciplinary procedure will be used:

Incidents will be written up formally with an assignment of time spent in a time-out situation completing an action plan designed to get the student to think about a better solution to his or her problem. The time-out will be spent during the lunch period in a location other than the school cafeteria, therefore a box lunch will be given to school lunch students. No other hot lunch options will be available. We will attempt to contact parents by phone, indicating the nature of the problem. The emphasis in this type of situation is to limit the amount of time a student misses from classroom instruction. It is also the intent to communicate and work with parents regarding school-related problems.

If student actions or the severity of a situation warrants it, a parent/teacher, and if appropriate, student conference will be scheduled. At this conference a specific behavior plan will be discussed on how to deal more effectively with the identified concerns. Such plans will be put in written form and explained in a step-by-step manner. The plan may ultimately include suspension from school if the steps are not followed as outlined in the plan. However, severe behavior may warrant an immediate suspension, thus bypassing the conference.

If a conference cannot be arranged, subsequent action will be determined from the most feasible options decided upon by the school staff. Procedures for dealing with the abuses of the disciplinary code are in compliance with the policy defining student conduct, rights, and disciplinary sanctions issued by the Chehalis School District. Since not every student responds to every situation in the same manner, other consequences such as after school or recess detention may apply.

Periodic review of student behavior will be an ongoing process that will be monitored by the school staff. Staff will continue to evaluate student behavior with an emphasis on positive reinforcement. Students will review these expectations as discussed by the building principal and teaching staff. We encourage you to discuss these expectations with your children.

DRILLS

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

WEAPONS

Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be expelled from school for not less than one year.”
RCW 28A.600.420

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

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

VOTER REGISTRATION

Voter registration is available through any of the school offices in the Chehalis School District. If you are new to our district or have moved recently, any of the school secretaries will gladly assist with this task.

MEDICATION

No medication (prescribed or non-prescribed) may be given at school without having the following items satisfied: a) parent approval in writing describing the dosage, date, and time to be given, along with parent and doctor signature (forms are available in the office); b) medicine must be in the original prescription bottle before it may be administered; c) **all medication must be turned in to the office.** *Please do not send it to school with your child, but rather bring it in yourself or send it with another responsible adult.* This policy is strictly adhered to in order to safeguard our students. If you have questions concerning this policy, please contact Mrs. Marilyn Fenn, the school district nurse, at 807-7220. Medication requests shall be valid for the current school year only.

DRUG/ALCOHOL - PARENT-STUDENT NOTIFICATION

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

APPROPRIATE DRESS

Please be sure to have your child dress in a safe and appropriate manner that allows him/her to participate fully in all activities and programs during the school day. This includes wearing appropriate clothing for the weather which can change quickly.

Students at R.E. Bennett School are expected to behave and dress in a manner that:

- shows respect and is not offensive to others
- contributes to a positive learning environment
- is not disruptive or distracting to the educational process
- meets health and safety standards.

Students are expected to abide by district, building, and classroom rules that reinforce these behaviors. **The following clothing items are prohibited:**

- clothing (including hats) with inappropriate logos or messages (e.g. dealing with alcohol, drugs, tobacco, violence, death, profanity, nudity, vulgarity, obscenity, or other socially inappropriate message demeaning to any race, religion, sex, or ethnic group)
- revealing or provocative clothing, such as tops that expose bare midriff, chest, and/or undergarments
- tops which have "spaghetti" straps or are backless (exposing the shoulders) or strapless
- sagging pants that fall below the hip bone
- shorts and/or skirts with high slits or that expose more than half of the thigh, shorts and/or skirts that are shorter than fingertips when arms are extended downward while standing
- excessive metal accessories (including any chains, spikes, sharp protruding objects, or other potentially dangerous items)

- gang symbols (any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any attribute, denotes membership in gangs and/or which advocates drug use, violence or disruptive behavior), as interpreted with the assistance of local law enforcement
- “flip-flop” type sandals that do not have a back strap to secure the shoe to the foot

If your child comes to school with clothing or shoes that are deemed unsafe, inappropriate, or distracting to the learning environment, you will be called to bring in alternate clothing, or your child will be allowed to borrow from the PTA Helping Hands Closet.

Inclusion of all possible situations is difficult. Please note that the RE Bennett staff may sometimes have to use its discretion regarding student dress.

TOYS/GAMES AT SCHOOL

Toys and electronic devices or games should not be brought to school. They tend to be a distraction and are best left at home. On occasion these items can come up missing. The staff at school cannot be responsible for lost/stolen/traded items.

PUBLIC NOTICES

Equal Opportunity Employment

Chehalis School District #302 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, creed, sex, sexual orientation, including gender identity, disability, familial status, marital status, or age. This holds true for all district employment and educational opportunities. Minorities and candidates with disabilities are welcome to apply. The District will provide appropriate and reasonable accommodations. Job sharing will be considered if deemed appropriate by The Board.

All employees must, at all times, be aware of the spirit and principle of equal employment opportunity and cooperate fully to assure the success of the Affirmative Action Program.

Inquiries regarding compliance or appeal procedures may be directed to the School District's Title IX Officer, Joseph Bremgartner, Assistant Superintendent, Chehalis School District, 310 SW 16th Street, Chehalis, WA 98532, (360) 807-7200, option 1 or the Section 504 Officer, David Bagby, Director of Student Support Programs, 1265 S. W. Pacific Ave, (360) 807-7245.

Harassment

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

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

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

The Family Educational Rights and Privacy Act (FERPA) – Public Notice

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

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

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

**Mary Lou Bissett, Assistant Superintendent
Chehalis School District
310 S. W. 16th Street
Chehalis, Washington 98532
360-807-7200**

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

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

Public Notice for Directory Information

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Joe Bremgartner, Assistant Superintendent
Chehalis School District
310 S. W. 16th Street
Chehalis, Washington 98532
360-807-7200

Notification of Rights Under the Protection of the Pupil Rights Amendment (PPRA)

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

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED)–

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

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

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

- **Inspect**, upon request and before administration or use –

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

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

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

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

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office

Integrated Pest Management Notice

Integrated Pest Management Notice

You are hereby informed that an Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds will be used within the Chehalis School District. The IPM approach we will be using focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources, and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some IPM techniques we will employ include monitoring, increased sanitation, sealing entry points, physically removing the pest, and modifying storage practices.

From time to time, it may be necessary to use chemicals to control a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals must be used, the school will try to use the least toxic products when possible. Access to treated areas will be secured against unauthorized access for the period specified on the pesticide label. Notices will be posted at application sites and will remain there until the posted safe re-entry time is met.

For your information, we have a list of pesticides and material safety and data sheets (MSDS) that may be used in the school this school year. This list may be obtained by contacting Eddy Pitts at (360) 807-7200 extension 0.

Parents or guardians may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. Registrants will be notified at least 72 hours before a pesticide is applied. If a chemical application must be made to control an emergency pest problem, notice will be provided as soon as possible after the application. Exemptions to this notification include cleaners (disinfectants), baits and gels, and any EPA exempt pesticides. If you would like to be placed on this registry, please contact your child's school office.

If you have any questions, please contact Eddy Pitts, Chehalis School District IPM Coordinator. For further information about school IPM, please visit <http://schoolipm.ifas.ufl.edu> or <http://www.epa.gov/pesticides/ipm/>.

Asbestos Plan Notice

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed, asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos-containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Chehalis School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos-containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on August 1, 2006, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos containing) were inspected and found to be in good condition.

The law further required an asbestos management plan to be in place by July 1989. Chehalis School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos-containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos-containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: Chehalis Middle School and Maintenance Shop. During the past year, asbestos-containing materials have been removed, encapsulated, or enclosed in the following buildings: Cascade, R.E. Bennett and Olympic. During the next year, we plan to conduct the following asbestos-related activities at the following school buildings: Inspection and maintenance, at W. F. West, Olympic, R. E. Bennett and Cascade.

It is the intention of Chehalis School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the school district administrative office or administrative office of the school during regular business hours. Eddy Pitts is our designated asbestos person, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 807-7200 extension 0 and ask for Eddy Pitts.

Chehalis School District
BP 3207
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STUDENTS

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, electronic (*cyberbullying), or physical act:

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

(*Cyberbullying, which may be defined as any form of harassment using electronic devices by staff, students, or third parties, is prohibited and will not be tolerated in the District. Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity.)

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, pictures, videos, text, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes

prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

Third parties, whose behavior are found to be in violation of this policy, will be subject to appropriate sanctions as determined and imposed by the Superintendent. The District may also report individuals to law enforcement, if necessary.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 6590, Sexual Harassment.

Legal Reference: Chapter 207, Laws of 2002

Adopted: 7/15/03

Revised: 7/8/08

Chehalis School District