

A Message from the Principal

Dear Loggers,

Welcome to the 2016 – 2017 school year at Onalaska Elementary School! The beginning of a new school year is a time of great challenge and opportunity! The staff of OES is committed to providing a premier learning environment in which your child can grow to his or her full potential.

This handbook includes some important information regarding the operation of Onalaska Elementary School. The handbook was created in order to provide support for a high quality educational environment. Please review the information in this handbook and keep it on hand throughout the school year.

As we strive to prepare your child for the future, remember that you are a welcome and necessary participant in the educational process. We urge you to ask questions regarding OES and your child's education. Your questions, comments, and concerns help us to learn, grow, and improve. And please, don't hesitate to let us know about something that you believe we are doing well!

There are several ways you can support your child at school: reading together, talking about school, going to the library, calling the teacher, stopping by for a visit, attending conferences, open house, joining the Parent Teacher Student Association (PTSA), volunteering in the classroom or around school, and communicating any changes that happen at home.

Thank you for entrusting your child to us. As a staff, we will do our very best to ensure that your child is successfully prepared for his/her future.

Welcome back to school! Sharpen those pencils! Here we go!

Stephanie Teel, Principal
Onalaska Elementary School

It's a great day to be a Logger!

Onalaska School District Vision Statement

“Cultivating and Harvesting High Expectations and Excellence”

Onalaska School District Mission Statement

“To prepare our students for their future by encouraging confidence, a passion for learning, and a sense of community.”

Onalaska Elementary School Belief

Every staff member at Onalaska Elementary School believes ***ALL*** students have the right to learn in a respectful environment free from distraction or concern for safety.

Student Rights and Responsibilities

Student Rights: Students, as citizens, have certain constitutional rights that cannot be denied by the school or the district. The school or the district may, however, set reasonable limits on those rights in order to meet the district's obligation to educate.

Student Responsibilities: The Onalaska School District's goal is to provide students the opportunity to learn skills, acquire knowledge, and develop attitudes that will allow them to function as responsible and contributing citizens.

As a student, I have the responsibility to:

- Attend all classes every day on time, ready to work, and with the necessary learning materials.
- Respect the rights of others and exercise self-discipline.
- Behave in a manner that will not disrupt their education or disrupt or deprive others of their education.
- Know and obey the rules of the district, schools, and co-curricular activities.
- Accept appropriate consequences for breaking school rules.
- Identify myself by name if asked to by any district staff member.
- Dress appropriately for school and school activities.
- Respect the property of others, of the school, and the district.

Students may be disciplined if they fail to fulfill any of these responsibilities while at school, on the school grounds, on district-sponsored transportation, at any school-sponsored event, or in any other setting having a real and substantial relationship to the operation of the district.

Onalaska Elementary Staff

Administration

Principal	Stephanie Teel	steel@onysd.wednet.edu
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Staff

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Educational Assistants: Kristel Betts, Dorothy Briggs, Cara Costi, Ashley Date, Sarah Davis, Alma Granman, Nicole Harper, Carla Hoppie, Tinitia James, Carie Johnson, Laurie Johnson, Sue Johnson, Brynn Poppe, Romie Moulton, Araminta Nelson, Shawna Reed, Christina Nelson-Wetherbee, Elizabeth Srnka

Food Services Director	Jerry Carlson	jcarlson@onysd.wednet.edu
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Food Services: Michelle Green, Gina Jordan, Selena Sabin, Tawnya White

Maintenance/Custodian Dir.	Linda Church	lchurch@onysd.wednet.edu
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Maintenance/Custodian: Kirk Denman, Bob Mohrmann, Rick Thorp

The School Day

Arriving and Departing From School: The office will be open at 7:45 a.m. There will be no student supervision prior to 7:45 a.m. The cafeteria will be serving breakfast from 7:45 a.m. – 8:15 a.m. School will begin at 8:15 a.m. Students will be dismissed at 3:10 p.m. Students are to be dropped off at the elementary entrance. Parents picking up their students at the end of the day are to pick them up in the middle school commons. If a student needs to be picked up early from school, the student must be checked out in the office by a parent/guardian.

End of the Day: Sometimes, how a child gets home will change from the normal routine. Children who have alternate plans for leaving school (riding a different bus home) must have a note delivered to the office that day. For extended changes, please contact the school office. Students will not be permitted to use the school phone to make after school plans.

Evening Activities: Students attending a school event in the evening must be accompanied by a parent/guardian.

Appointments: Because classroom attendance is important, parents/guardians are encouraged to make appointments outside of the school day. If students must leave school for a legitimate reason, (see attendance policy) bring a note from parent/guardian indicating the date, time and reason.

Daily Schedule

Doors Open	7:45
First Bell – Halls Open	8:10
Second Bell	8:15

Attendance: Students are expected to be at school every day. If you are absent your parent/guardian must call or send a note to the attendance secretary at 978-4111, option 1. If you miss more than one day, you can request work be sent to the office, where a parent/guardian can pick it up. Teachers will respond to homework requests within 24 hours. You have 1 school day for each day you are absent to make up your work.

Parents, promptness and regularity in attendance are necessary if your child is to be successful in school and in life. Parents are urged to support the school in promoting this habit. The school day begins at 8:15 a.m. The school day ends at 3:10 for all elementary school students. When a student has been absent the parent/guardian has two school days to excuse the child's absence. This may be done with either a phone call or a note. If a note is sent, it must include the student's complete name, the date of the absence, and the reason for the absence.

Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. A student has one day for each day missed to make up his/her work. It is the responsibility of the student to find out what has been missed and to make arrangements with the teacher for making up assignments.

Excused Absences: The following are excuses for absences and tardiness:

- 1) Illness, family emergency or religious purposes;
- 2) Participation in school-approved activity. To be excused, this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so;
- 3) Parental/principal approved activities. This category of absence shall be counted as excused for purposes agreed to by the principal or designee and parent prior to the absence. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g. – music and physical education classes), the student may not be able to achieve the objectives of the unit or instruction as a result of absence from class. A student going out of town or on a vacation would be included in this type of absence; or
- 4) Disciplinary actions (e.g. – short-term suspension). As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.

Notes excusing absence must be given to the school within two school days after the illness to avoid being counted as unexcused.

Excessive Excused Absences: In the case of excessive excused absences that adversely affect the student's educational process, the district may initiate court petition procedures beginning with a parent conference and resulting in a petition. For the purpose of this policy, excessive excused absences may be defined as excused absences exceeding twenty absences in a school year.

Perfect Attendance: Students will receive a perfect attendance certificate if he/she has no absences (excused or unexcused). An absence is missing more than three hours in a day. Students with daily tardies in excess of seven will not be eligible for this award. School-related absences (field trip, music, athletics, knowledge bowl, etc.) will not count as an absence.

Unexcused Absences: The following 3 categories constitute unexcused absences: 1) Submitting a signed excuse that does not constitute an excused absence as defined previously, 2) failing to submit any type of excuse statement, by phone call or note,

by the parent/guardian within two school days of the absence, or 3) forged or altered notes.

Tardy: Students who are late to school should bring a note from their parent or guardian and go immediately to the office on arrival at school to get a class admission slip from the office. This is a “daily tardy”. Tardies that result from illness, doctors’ appointments, or any other reason previously given in the excused absences section will be considered excused.

Tardies that result from any other reason are considered unexcused. See Discipline Matrix for consequences for tardies.

When the number of student tardies equals the hours within his/her school day, the tardiness will result in one unexcused absence. Seven tardies is equal to one absence. If a student is tardy beyond 8:30 A.M. or picked up prior to 2:55 P.M., it will be recorded as an absence.

Permission to Leave Class: Students are to report to class and get a permission slip from their teacher before going anywhere outside the classroom. **Under no circumstances are students to leave class without teacher permission.**

Truancy: Students are truant when they willingly leave the campus during the school day without permission or do not attend class. Truant students will be disciplined. Law enforcement may be called for the protection of the student.

BECCA Law Information: If students have an unexcused absence the school will notify parents or guardians. If he/she has two unexcused absences in a month, the school will schedule a conference with the student and his/her parents or guardian to determine a plan to stop the unexcused absences. If a student has seven unexcused absences in a month or ten in a year, the school will file a petition with the juvenile court alleging violation of RCW 28A.225.015. The family will receive a summons to appear in court where a judge determines what actions to take. See BECCA Flow Chart at the end of the handbook.

Illness at School: Students who become ill during the school day are to report to the main office immediately. Parents will be contacted to pick up their children who have a fever, are vomiting, or otherwise cannot stay at school. These students will not be allowed to return to school for 24 hours.

Health Issues: If a student feels sick they should tell his or her teacher and get permission to go to the office. Someone will be there to help.

Medicines: The parent and physician must complete medication forms if a child is to take medication of any type, including over the counter during school hours. All

medication (including over the counter) and completed forms must be turned into the office. Office staff will supervise the administration of the medication. Copies of the required form may be picked up in the office. Please do not send your child to school with any medication. It may get into the wrong hands. Parents must personally drop off any medication in the office in the original container. Permission to dispense medication must be renewed annually by parent/doctor. Please pick up unused medications at the end of the school year.

Human Growth and HIV-KNOW Curriculum: Each year the 5th grade class is presented information concerning HIV/AIDS Prevention, and Human Growth and Development in the classroom setting. Parents are able to view the curricula, and/or opt their children out of the class(es). Notification will be sent home via mail, given as handouts at parent-teacher conferences, and communicated through Alert Now prior to the class being taught. You can find a document outlining the OES procedures for lesson presentation at the end of this document.

Insurance: Our school district offers an optional student insurance plan. We will send home information on this plan soon after school starts. If you do not have insurance on your child, we urge you to review this policy.

Field Trips: Parents wishing to be a chaperone on a field trip, must complete a volunteer background check. Siblings cannot attend grade level field trips. Students are expected to ride the school bus to and from the field trip. Unless needed on the bus, parents are expected to provide their own transportation to the field trip.

Visitors: Parents or guardians are always welcome to visit school. All visitors must register and receive a visitor's pass at the OEMS office. If a visitor would like to visit the classroom, the time shall be arranged after the principal has conferred with the teacher.

Due to safety concerns, our campus will not allow student visitors. Please do not send a visitor to school with your child.

The principal reserves the right to limit parent/legal guardian visitation at their discretion if the educational process and/or safety of the campus is disrupted.

Volunteers: OES recognizes the value of volunteers in our schools. If someone wishes to volunteer in the school, a background check is required. Please contact the school office to discuss procedures required to volunteer in our building.

Communication: Onalaska School District is committed to enhancing communication with parents and guardians. With this in mind, the District will continue to use Skyward Family Access, a web-based program that allows parents/guardians to look up information contained in the District's student

information system regarding their child. Guardians will be able to see not only demographic information, but also food service statements, grades, upcoming events, and messages posted by teachers and administrators.

A step-by-step guide is available to assist you with this system. Newly enrolled students will have guardian usernames and passwords created upon enrollment. Please protect your username and password.

A monthly school newsletter will be published for staff, students, and parents. This publication will update you on current school issues, highlight achievements, and notify you of school activities.

We have included an e-mail list for your convenience. Please feel free to e-mail teachers about questions or concerns you may have involving your child's academic progress. This is an efficient way to communicate with your child's teacher. They can e-mail assignments and progress reports to you directly. You may include your email information on your personal information card at the office.

Any organization outside of the school that wishes to recognize students must make a written request to the principal. If it is accepted, it will be read in the morning announcements. If there are any accompanying certificates, letters, or trophies, they will be temporarily added to the school's display case.

Classroom Placement: It is the responsibility of the building principal in cooperation with the current teacher to determine which classrooms, and therefore, which teachers the students will be placed with the following year. In the best interest of students, the priority in organizing those classrooms will be guided heavily by student need using AIMSWEB benchmark data, classroom-based assessments, and the student's ability to meet state standards will also be given heavy consideration.

Other indicators that we consider are equalization of skill levels, gender balance, overall academic success, classroom behavior, and any special needs requirements that may vary from special education support to the clustering of highly capable students. Input from any school staff who may have observed the students is collected and pooled. Parent recommendations will need to blend with these considerations. The placement protocol considers equalizing class balance and consequently, teacher names are not identified in the process.

Parent comments about their child's learning style start at the top of the process. Parents are invited to complete a form that will be available at the office the four days following Memorial Day. We open this process on Tuesday at 7:30 a.m. and will close this period at 3:30 p.m. on Friday. Parents can describe the environment that best supports their child's learning style. We will attempt to honor parent

comments, but we cannot guarantee placement concerns if it disrupts the overall balance of classes.

Messages to Students from Home: While we are happy to deliver critical messages from you to your child during the school day, please be aware of the fact that any messages called in or left on our school voice mail may not reach your child before school ends. PLEASE make after-school arrangements with your child before sending them to school in the morning.

Contraband: Inappropriate items such as magazines, trading cards, toys, and other items that can be a distraction should not come to school. Any item that causes disruption to the education process may be confiscated. Items will be returned to a parent/guardian when he/she comes in for a conference or to the student at the discretion of the school administrator. The school is not responsible for personal items that are lost, stolen or damaged. If it does not belong at school do not bring it to school.

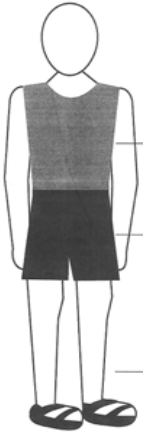
OES Dress Code: In general, students should dress in neat, clean appropriate clothing that does not disrupt the educational process. This specifically includes the following:

1. Pants with frayed hems or holes may not be worn until mended.
2. Clothing must fit properly – “baggies,” “saggies,” “slouchies,” or oversized clothing is not to be worn. Pants or shorts are to be worn at the waistline and must be no more than two inches larger than waist size. Shirts longer than the palm of your hand must be tucked in.
3. Tops and bottoms must be worn at all times.
4. Clothing must be modest and appropriate for the school setting – no bare midriffs. Underwear may not be visible.
5. Shorts and skirts must be at least to your longest fingertip in length
6. No Tank top with straps less than 2” wide at any point or that allow bra straps to show.
7. Shoes must be worn at all times.
8. No hats worn inside the building. Hats must be left in the locker, cubby, or backpack until after school.

The principal reserves the right to add more dress code stipulations as fashions change during the year.

If a student’s attire is deemed inappropriate, and the situation cannot be remedied by covering up, by turning a shirt inside-out, or by adding a belt, the parent/guardian will be responsible for bringing a change of clothing to the school office where the student will be waiting.

The shaded portion of the following figure represents front and back views. These portions (sitting, standing, bending, and reaching) must be covered while attending school.



Torso: Clothing must cover stomach, back, shoulders, chest and undergarments

Legs: Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be worn.

Feet: Footwear appropriate to the activity must be worn at all times. Strapless shoes and high heels are discouraged for safety reasons.

Positive Behavior Interventions Supports (PBIS): One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environment. We have implemented PBIS at OES to create the best educational environment possible.

PBIS Behavior Expectations:

- Be Respectful
- Be Responsible
- Be Safe

Respect and responsibility for SELF means: I do my best and make good choices, play and work safely, and take good care of myself.

Respect and responsibility for OTHERS means: I treat others as I wish to be treated, with kindness and compassion. It means I accept differences in others and value those differences.

Respect and responsibility for PROPERTY means: I take care of our school and our materials. It means I clean up after myself, and help others take care of our home, school and community.

WHERE SCHOOL RULES APPLY

- While on school and district premises;
- While on school owned, operated or chartered buses;
- While at any school district activity (sports, plays, dances, fieldtrips etc.)
- While walking between school and home.

Onalaska Elementary Behavior Expectations

Area	Be Safe	Be Respectful	Be Responsible
Bathrooms	Keep water in the sink.	Clean up after self.	Take nothing in or out with you.
	Use soap and water for washing hands.	Give privacy to others.	Use bathroom equipment correctly.
	Put used towels in garbage.	Use quiet voices.	Flush toilet.
	Walk.		
LEAVE NO TRACE			
Playground	Food free zone.	Use conflict resolution system.	Bring in play equipment.
	Follow rules when using equipment.	Line up when whistle blows.	Follow adult directions.
	Rocks stay on the ground.	Be kind to the equipment and balls.	Follow game rules.
	Report dangerous situations.	Include everyone.	Only leave playground with permission.
LEAVE NO TRACE			
Classrooms	Teachers define what is safe, respectful and responsible for each classroom. Examples: keep hands and feet to ourselves.	Take care of books, desks, and chairs.	Turn in all assignments on time.
LEAVE NO TRACE			
Dining Hall	Feet on the floor while seated.	Allow others to sit next to you.	Clean up after yourself.
	Report spills.	Wait patiently in line.	Leave tables and floor clean: food stays in lunchroom.
	Eat your own food.	Use inside voices.	Dump/stack trays nicely.
		Use good manners.	Do not throw food.
LEAVE NO TRACE			
Assemblies/Special Events	Sit in assigned area.	Keep feet still.	Focus on the presentation.
	Elementary seats on floor.	Use appropriate voices.	Leave a good impression on the presenter.
	Walk into the gym in an orderly fashion.	Use audience manners.	

Onalaska Elementary Behavior Expectations

Area	Be Safe	Be Respectful	Be Responsible
Computer Lab	Keep your hands, feet, and objects to yourself.	Access only your files.	Drink/food free zone.
	Enter area only when an adult is present.	Quiet voices.	Use equipment and materials correctly.
		Wait patiently for help.	Do not change computer settings.
		Help others learn.	Leave area neat and in order.
		Touch only your keyboard.	
LEAVE NO TRACE			
Library	Keep hands, feet, and objects to yourself.	Put books back on shelf.	Drink/food free zone.
	Walk	Quiet voices.	Sit at table or in designated area to read.
	Do not climb on or under shelves.	Wait patiently for check-out	Leave area neat and clean.
			Put returned books inside bin.
LEAVE NO TRACE			
Hallways	Walk on right side of hall.	Walk quietly.	Walk directly to your destination.
	Walk with hands at sides.	Yield to younger children and adults.	
	Walk single file	Hold doors open.	
	Face forward.	Leave space between you and other students.	
LEAVE NO TRACE			
Bus Area	Walk at all times.	Use kind words and actions.	Follow adult directions.
	Wait calmly in line until bus driver directs you to board.		Go directly to destination.
	Keep hands and feet to self.		Manage your behavior on the bus.
	Follow bus rules and guidelines.		Drop off your bag and get in line to go to AM recess or breakfast.
	Be on the playground or in commons with staff.		
LEAVE NO TRACE			
Pick Up/Drop Off	Wait quietly.	Stand patiently.	Wait with teacher.
	Wait with adult until parent arrives.	Keep hands and feet to self.	Watch for your parent or guardian.

An Important Reminder

In life, natural consequences face us each day, in every decision we make. School is a safe place where children learn which decisions are the most productive: those which produce positive natural consequences. Thus, even play and social situations are vast learning grounds for making good decisions. Therefore, logical ‘natural consequences’ are used when less positive decisions are made. This could include being “out”, receiving a short time-out, a conference with a supervisor, the counselor, teacher, or sometimes the principal. All of these consequences have the same positive goal: to help each child learn to make good decisions.

OES BULLYING POLICY

Purpose:

- Provide a safe and orderly environment for all individuals throughout OEMS.
- Maintain a non-disruptive educational process for students and staff.

Policy:

- We will maintain a ZERO tolerance policy. Be respectful.
- Individuals are not permitted to disrupt the educational process by exhibiting any form of graffiti on school materials, papers, book covers, notebooks, or assignments.

The following is a discipline matrix that will be used to guide all decisions on student discipline:

Discipline Matrix

	Behavior	Minimum Action	Maximum Action
Level 1	Truancy (Repeated=BECCA referral) Disruption Disrespect Dress Code Electronic Devices Inappropriate Language Lasers Public Display of Affection Technology Offense	Lunch Detentions In-School Suspension	Short or Long-Term Suspension or Alternative Placement
Level 2	Accomplice Bus Misconduct Cheating/Plagiarism Field Trip Misconduct Forgery Horseplay Inappropriate Language (Vulgar) Leaving campus without permission Willful Disobedience	In-School Suspension	Short or Long-Term Suspension or Alternative Placement
Level 3	Aggressive/Unsafe Behavior Defying School Authority Gambling Lying to Administration/Adult Pornography Lewd Conduct Substitute Referral Vandalism Malicious Mischief Matches/Lighters	In-School Suspension or Short-Term Suspension	Short or Long-Term Suspension or Alternative Placement
Level 4	Fighting Blackmail/Extortion/Coercion False Alarm Harassment Intimidation Bullying Theft/Possession of Stolen Property Threats Tobacco	Short-Term Suspension	Short or Long-Term Suspension
Level 5	Assault Arson Bomb Threat Drugs/Alcohol (Possession/Use)	Emergency Expulsion, Long-Term Suspension or Expulsion	Expulsion
Level 6	Possession / Use of Weapon (RCW 9.4.280) Drugs/Alcohol (Distribution/Sale) Explosive Devices Any other action deemed life threatening	Expulsion	

- A behavior contract may be required upon return from any suspension.
- Any continuing offense may be considered Defiance and treated as a Level 4 offense.
- Police *may* be called with Level 4 and *will* be called for Levels 5 and 6.
- Any offense not listed in the matrix will be leveled accordingly as “Other”.

The Administration reserves the right under certain or special circumstances to circumvent the Discipline Matrix when deemed necessary.

DEFINITION OF DISCIPLINE OPTIONS: The disciplinary actions listed below will be applied at the discretion and with the professional judgment of the school administrators.

RESTITUTION: The act of making good or compensating for loss or damage.

LUNCH DETENTION: during student’s lunch on date assigned. Student will be provided with a lunch from the cafeteria or may bring lunch from home. Students must report to LD at the bell.

IN-SCHOOL SUSPENSION: An intermediate step to out-of-school suspension - 1 - 3 days (WAC 180-40-210).

SHORT-TERM SUSPENSION: Removal of a student from school for a period of 1 – 10 days (WAC 180-40-245).

LONG-TERM SUSPENSION: The removal of a student for a period of 1 – 90 days (WAC 180-40-260).

EMERGENCY EXPULSION: The removal of a student from school for an indefinite period of time (WAC 180-40-210)

COMMUNITY SERVICE: The staff, students, and parents take great pride in the beauty surrounding Onalaska Elementary School. There are sometimes volunteer opportunities to help restore and beautify OES.

Electronic Usage: Office phones are available as needed. During the school day, students will not be allowed to come to the office to make a phone call without teacher or staff permission.

Cell phones, electronic entertainment devices such as game systems tablets, and iPods are **not** allowed to be out and/or used during school hours. The school is NOT responsible for personal items that are lost, stolen, or damaged.

Lockers: Lockers are for fifth grade student use, but are the property of Onalaska Elementary School and should be kept clean. Because lockers are the property of the school, possible search and inspection can happen at any time. Combinations should never be shared. Students should not change lockers without getting permission from the office. Report any problems with lockers to the office. Kicking or jamming lockers or giving your personal combination out to other students may result in a loss of locker privileges.

Label Personal Items: Please label all personal items that your children bring to school, these would include: coats, sweatshirts, sweaters, boots, backpacks, lunch boxes, or bags, gloves, etc.

Lost and Found: Every year we accumulate lost jackets, sweaters, and other items. Please mark all such clothing so we may return the items to the proper students. Lost articles may be claimed in the lost and found area located in the elementary school. Those items not claimed throughout the year, will be donated to a local charity.

Bicycles/Skateboards: Bikes can be locked at the bike rack in front of the school. Skateboards, wheelies, and rollerblades should not be used on school grounds. A safety helmet is recommended. The bike rack is off limits during the school day.

Meal Prices: We encourage every family to read the information about free and reduced meals that is sent home at the beginning of the school year. Please take time to complete and return the application. It may be possible for your family to qualify for free or reduced breakfast and lunches.

K-12 Breakfast Prices: \$1.75

Adult Breakfast: \$2.50

K-12 Reduced Breakfast is free.

Adult Lunch: \$3.50

P-5 Lunch Prices: \$2.50

Milk (without meal purchase): \$0.50

6-8 Lunch Prices: \$2.75

Water Bottle: \$0.50

HS Lunch Prices: \$3.00

K-3 Reduced Lunch is free.

P, 4-12 Reduced Lunch is \$0.40.

Students will still be allowed to charge up to 5 meals.

Online Payments: You can make Online Payments, in Skyward Family Access, under the Food Service Tab. If you need directions you can find them at:

<http://foodservice.onysd.wednet.edu/> under the Online Payments Tab.

Menus, Meal Applications and More Food Service Information can be found at:

<http://foodservice.onysd.wednet.edu/>.

Transportation

School Bus: School bus transportation is a privilege, not a right. Students can be removed from the bus for not following the rules set by the bus driver and the school. Students may not switch buses without a parent/guardian note or phone call and their bus changes listed on the bus list provided each day from the school. School rules apply on the bus *and* at the bus stops.

Rules: The rules of the bus are as follows:

- The bus is an extension of the classroom and should be treated as such.
- Treat each other with respect.
- In order to avoid choking hazards, no eating on the bus. This includes gum and candy.
- No beverages on the bus.
- Noise needs to be kept to a minimum. Communication between students is necessary and welcome, but screaming and arguing will not be tolerated. Students need to be able to hear the driver and driver needs to be able to hear students and emergency sirens.
- If you are assigned a seat you must remain in it until your stop. No seat hopping. Once you have entered the bus please go to your seat and prepare for departure. You must sit facing forward and keep the aisle clear at all times.
- If there is trash in your immediate area please pick it up and dispose of it in the trashcan provided.
- No touching, hitting or kicking of any kind. Respect others by keeping your hands and feet to yourself.
- Do not throw anything for any reason.
- No cursing or offensive language. This also includes gestures.
- DO NOT touch any emergency equipment unless asked to do so.
- DO NOT open emergency doors unless asked to do so.
- DO NOT open the overhead emergency hatches unless asked to do so.

There will be periodic emergency drills. During the drill students will be taught the proper way to evacuate, proper use of emergency equipment including fire extinguisher and triangles. A brief description of the body fluid and first aid kit will be explained and the procedure for opening the overhead hatches will be demonstrated.

Communicable Diseases and Parasites

Please notify the school if your child should contract a communicable disease, such as head lice, fifth's disease, measles, MRSA, or chicken pox. If your child attends school with head lice, he/she will be sent home. A notice is sent home with the student explaining the situation and how the child may return to school. Head lice are a common problem that can be kept in check if the school and parents work together cooperatively. Students who are sent home for head lice need to come to school with their parent and be checked before going to class. If a student with a returning lice case has nits, he/she will be sent home.

BOARD POLICIES OF ONALASKA SCHOOL DISTRICT

SEXUAL HARRASSMENT Policy No. 5011

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student-to-student, adult-to-adult, and male-to- female, female to male, male-to-male and female-to-female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to be subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing the superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures.

Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

WEAPONS Policy No. 4210

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Any federal, state or local law enforcement officer.

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials shall notify the student’s parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

PESTICIDE NOTIFICATION

The Washington Pesticide Control Act is designed to protect the health and safety of individuals when pesticides are applied. Specific provisions of the Act govern use of pesticides in school districts. Prior to 2011, school districts were required to provide annual notice of “pesticide policies and methods and information on the school’s legal notice requirements to parents or guardians of students and employees.”

Additional notice requirements are outlined in the law, including 48 hours notice prior to a pesticide application at a school facility and notification in the main that includes the product name, intended date and time of application, location of the application, the pest to be controlled and the name and phone number of the Contact person at school.

Onalaska School District #300 complies with all federal and state rules and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to: Jeff Davis, the school district's Title IX/RCW 28A.85 Officer and/or Section 504/ADA Coordinator, 540 Carlisle Ave., Onalaska, Washington, [\(360\) 978-4111](tel:3609784111).

El Distrito Escolar de Onalaska no discrimina ningún programa o actividades por motivo de sexo, raza/ color de piel , credo (religión), origen nacional, edad, condición de veterano o militar, orientación sexual/identidad del género (masculino o femenino), discapacidad, uso de un perro guía o animal de servicio entrenado para Personas con discapacidades, y provee igualdad de acceso a los clubes (Boy Scouts), y otros grupos o clubes designados para jóvenes. El siguiente empleado (s) ha sido designado (a) para manejar las preguntas y quejas de supuesta discriminación: Distrito IX Officer/ 504 Coordinador, el Sr. Jeff Davis, 540 Carlisle Ave. Onalaska, WA 98570, teléfono [\(360\) -978-4111](tel:3609784111), Opción 5.

Truancy Process – Below is a matrix outlining the BECCA Bill.

