

I have read and understand the contents of the Kalama Elementary Student/Parent Handbook.

Student Name: _____

Student Signature: _____

Date Signed: _____

Name of Student's Teacher: _____

Parent Name: _____

Parent Signature: _____

Date Signed: _____

Primary Contact Number: _____

KALAMA ELEMENTARY SCHOOL STUDENT/PARENT HANDBOOK 2018-2019

Dr. Kala Lougheed, Principal
Mrs. Billina Dolezal, Dean of Students

548 China Garden Road
Kalama, Washington 98625
Phone: (360) 673-5207
Fax: (360) 673-5265
kala.lougheed@kalama.k12.wa.us
Dr. L's Cell: (360) 957-9874



Table of Contents

Staff and Schedule.....	Page 5
Mission and Vision.....	Page 6
Volunteers.....	Page 7
Kalama PTO.....	Page 7
Absence and Tardy Policies.....	Page 7
Technology.....	Page 8
Student Services.....	Page 8
Report Cards and Conferences.....	Page 8
Reading Intervention.....	Page 8
Special Education.....	Page 8
Leadership.....	Page 8
Highly Capable.....	Page 9
Counseling Services.....	Page 9
Culture of Literacy.....	Page 9
Library.....	Page 9
Care of Books.....	Page 9
Emergency Information.....	Page 9
Visits to Classrooms.....	Page 9
Student Needs.....	Page 9
Lunches.....	Page 9
Recess.....	Page 10
Phone Messages.....	Page 10
Student Dress.....	Page 10
Lost and Found.....	Page 10
Health and Safety.....	Page 10
Medication at School.....	Page 11
Toys from Home.....	Page 11
Electronic Devices.....	Page 11
Animals at School.....	Page 11
Therapy/Service Dog.....	Page 11
Playground.....	Page 11
Positive Behavior Intervention Supports.....	Page 12
School and Class Discipline.....	Page 12
Student Conduct.....	Page 15
Progressive Discipline.....	Page 15
Learning and Refocus Center (LRC).....	Page 16
Suspension.....	Page 16
Recess 101.....	Page 17
Chinook Station.....	Page 17
Transportation Services.....	Page 17
Emergencies, Late Starts, and Snow Routes.....	Page 19
Sexual Harassment.....	Page 19
Student Rights and Responsibilities, FERPA, and District Policies.....	Page 20

KALAMA ELEMENTARY STAFF 2018-19

Principal	Dr. Kala Lougheed
Dean of Students	Billina Dolezal
Secretary	Debbie Merz
Attendance	Kelly Bessey

Kindergarten	Bridget Beck Melissa Bitton Sucrea Hutchinson Alice Trevino
--------------	--

First Grade	Erika Cruise Allison Halpin Miranda Kauffman Gina Triplett
-------------	---

Second Grade	Vi Hallier Emmy Hodges Laken Owen Katy Pietsch
--------------	---

Third Grade	Jessica Clark Jody Coulson Colleen Garrison
-------------	---

Fourth Grade	Becky Cooper Brittini King Jennifer Thomas
--------------	--

Fifth Grade	Rebecca Edgecomb Kendi Flowers Rick Woodruff
-------------	--

Title 1 Reading	Lindsay Amos
PE	Doug Maynard
Technology	Rick Woodruff
Music	Matthew Pollock
Psychologist	Sara Cameron
Special Ed.	Sean McDonald Franciso Pattiz Elizabeth Sheldon
Life Skills	Dakota Aslin
Speech	Rachel Schlangen

SCHOOL BUILDING HOURS

Office Hours	7:30 a.m. - 4:00 p.m.
Teacher Hours	8:00 a.m. - 3:30 p.m.
Student Hours	8:20 a.m. - 3:00 p.m.
Wednesday only	9:20 a.m. – 3:00 p.m.

THE MISSION OF THE KALAMA SCHOOL DISTRICT

ALL Kalama School District Staff, in partnership with families and our community,
prepare each student for responsible citizenship and continued learning.

THE VISION OF THE KALAMA SCHOOL DISTRICT

Through a culture of achievement, Kalama graduates are career and college ready. This is achieved through the alignment of our efforts to the district strategic plan, which embodies our four operating principles and the five pillars.

WE BELIEVE IN ACTIVELY LIVING THESE FIVE PILLARS:

WELCOMING * DO NO HARM * CHOICE WORDS* NEVER TOO LATE TO LEARN *
BEST SCHOOL IN THE UNIVERSE

AND THESE FOUR PRINCIPLES:

We are nice people. We communicate well. We work as a team. We put students first!

THE MISSION OF KALAMA ELEMENTARY SCHOOL

Kalama Elementary is committed to ensuring high levels of learning for all students in a safe, compassionate community.

THE VISION OF KALAMA ELEMENTARY SCHOOL

Our staff, students and parents respectfully collaborate to nurture students who are innovative and productive citizens.

VOLUNTEER HELP IS WELCOME

Volunteers play a variety of important roles at Kalama Elementary School. They help to provide students with a meaningful and enjoyable school experience. Adults of all ages who are willing to share their time and talents with teachers and students are welcome. Experience in education is not required. Volunteers find their involvement with the school a source of satisfying enjoyment. An interest form to volunteer is available on the school website.

The range of activities for volunteers is broad. Office volunteers may make telephone calls, stock materials, copy, type and file. Health service volunteers assist with vision, hearing, and other screenings. Classroom volunteers help teachers with special projects or class parties, correcting papers, chaperoning field trips, or serving as room parents. The physical education department appreciates volunteers during various annual activities. Reading teachers have students who would love to read to volunteers who are willing to take the time to listen. Parents or guardians wanting to assist in the classroom or attend field trips will need to fill out appropriate district paperwork and be approved by a WSP background check two weeks prior. Photo identification is required. Paperwork may be filled out and returned to the Kalama School District Office. This must be renewed every year. Additionally, visitors and volunteers will be asked to sign a confidentiality contract, as confidentiality of student information is something that our district values highly.

KALAMA PTO

Our Parent Teacher Organization assists our elementary in many ways throughout the school year. In order to be successful, parents are needed to assist with projects such as Family Fun Dance, Penny Drive, Bingo Night, Teacher Appreciation Activities, Career Day, and fundraising activities. Remember, parent involvement is one key way to help your child succeed in school! All parents, guardians and relatives are encouraged to attend PTO meetings. Watch for meeting days and times in the school newsletter or PTO flyer. Anyone wishing to know more about volunteer opportunities may contact the office at 673-5207 and join Kalama Elementary PTO on Facebook.

ATTENDANCE POLICY

Daily attendance of all who are enrolled in the Kalama Public Schools is required in accordance with state law and School Board Policies. Students will attend regularly scheduled classes unless officially excused. All students are required to turn in a written excuse to the office or have their parent or guardian contact the school. If your child is absent, please inform us by calling the school office at 673-5207 each day of the absence. If you have not called in by 10:00 a.m., you will receive a call from our automated system. Students arriving after 9:30 a.m. will be considered absent for the a.m. session. Students will be considered absent for the p.m. session if they leave prior to 1:30 p.m.

Pre-approval for vacations during the school year is required. See the office for an official absence request one week prior to any extended vacation. To ensure quality instruction, extended absence due to special trips needs prior approval by the teacher and principal.

All students are required to turn in a written excuse to the office or have their parent or guardian contact the school. Any student having 5 consecutive absences must have documentation from a physician or the absences (if excused) will revert to unexcused until proper documentation is submitted for approval by the building principal. Parents **MUST** conference with the principal when a child misses 3 or more days in a month or 10 for the year that are considered UNEXCUSED, according to Washington State Law RCW28A.225.030. **Students receiving 5 unexcused in a month or 10 unexcused absences in a school year will be referred to the Truancy Project at ESD 112.** Additionally, the Kalama School District adheres to all current requirements related to excessive excused absences. More information is available at <http://www.k12.wa.us/Attendance/Truancy.aspx>

PERFECT ATTENDANCE

Perfect attendance is considered **NO** tardies or absences.

STUDENT RELEASE DURING SCHOOL HOURS

A student needing to leave school during school hours must bring a note from home stating why and when the child needs to leave. The child then must be signed out at the school office by the parent or guardian.

A person requesting to remove a child must do so through the office. The person requesting to remove a child must be the parent or legal guardian of the student or must have written authorization from a parent or legal guardian. If it is

necessary to change the normal going home schedule for your child, please notify the school before 2:00 p.m. to avoid miscommunication. **Unless a situation is emergent, calls and notes received after 2 pm cannot be guaranteed to be delivered to the student due to the volume of calls during this time.**

When a student brings a note to school prearranging an alternate pick up, the note must have students first and last name along with the date. All persons who call the school to authorize the release of a child must give the name of the person to whom the child is to be released. Persons picking up children from school may be requested to present identification.

DELAYED PICK UP

If a student must remain after school beyond normal pick-up time (10 minutes approximately), he/she will need to report to Chinook Station. A charge will be assessed. This is necessary for the safety of your child and to meet supervision requirements.

TARDINESS

Punctuality is a habit that contributes to lifelong success. Kalama Elementary School strives to promote punctuality by encouraging students to be prompt. Students that arrive late not only miss valuable class time, but also interrupt the educational setting of the classroom. When late to school, students should please report directly to the elementary office, present a note from home, and get an admit slip. Parents may be notified in writing when a student receives excessive tardies. Chronic tardiness may result in conferencing with the principal and/or disciplinary actions.

WITHDRAWALS

Please inform the classroom teacher and the office at least one week prior to moving so grades, files and transfer letters can be prepared. All books must be turned in and all book fines paid before the student can be officially withdrawn.

TECHNOLOGY

A technology use agreement form will need to be signed by the parent and student at the beginning of the school year.

STUDENT SERVICES

REPORT CARDS, CONFERENCES

Report cards are issued two times a year, at the end of each semester. Conferences between parent and teacher are held annually in the fall. Additionally, teachers may set up a conference at any time upon request of the parent or teacher, and progress reports will be sent periodically in Math and ELA. You will learn more about your child's performance in school and find conferences more valuable if you approach them with specific questions in mind.

The more the teacher knows about your child's changes in family history, hobbies, reading interests, comments about school, state of health and so on, the better equipped the teacher is to help your child as an individual. With an open exchange of information, both teachers and parents can take steps to help students progress and enjoy school. This may mean that we may need to contact parents at work in order to discuss your child's academic and behavioral success.

READING INTERVENTION

Students will be assessed regularly and placed in small flexible groups where they will receive instruction at their levels of need. Students may move between groups throughout the school year depending upon their skill development.

SPECIAL EDUCATION

Children with physical, emotional, academic, intellectual, speech and language disabilities that have an academic impact may be eligible for special services through the school district's Special Education Program. Such students are assessed to identify specific disabilities and Individual Education Plans are written for each child's special needs when appropriate. Parents and education staff are involved in the assessment process and development of the education plan for their child.

KALAMA LEADERSHIP

In the 2018-2019 school year, Kalama Elementary will have a Leadership Cadre for students in fourth and fifth grades. The Leadership Cadre will rotate jobs and be responsible for helping in the cafeteria, at recess, in the hallways, as peer tutors, line monitors, and serve as tour guides within the elementary school. More information will be sent home with 4/5 students in September.

PROGRAM FOR THE HIGHLY CAPABLE

Kalama's program for the Highly Capable serves children in grades K-5. The program is designed to develop their individual creative and intellectual capabilities. Selection for the program is based on assessments and teacher/parent/community recommendation. Students in the Hi Cap program will be given opportunities to explore their interests in a variety of activities and have their learning extended within the classroom. More information is available in the elementary office.

COUNSELING SERVICES

Outside counseling services, both those held at school and those outside of school, are available if you feel your child would benefit. Please contact the office for more information.

CULTURE OF LITERACY

We believe reading is essential to developing college and career ready learners and responsible citizens. Throughout the year, a variety of activities focused on providing literary opportunities will be provided. This includes before school reading, encouraging students to always have a book in their backpack, and the availability of free books throughout the school. If you are in need of more books at home, please contact the office and we will be happy to send some home with your child. We also gladly accept donations of new and used books.

LIBRARY AND CARE OF BOOKS

Parents can check out up to five books for two weeks. Students in Kindergarten may check out one book a week and first through fifth grade may check out two books a week. Additional books may be checked out with teacher authorization if required for an assigned project.

Students are responsible for textbooks assigned to them and for library books they check out. Kindergarten students will receive a labeled bag at the beginning of the year for carrying their books throughout the school year. Please provide waterproof means of carrying books in rainy weather, i.e. a backpack. Help students keep books out of reach of pets and small children at home. Improper treatment or ruined books may result in a fine.

EMERGENCY INFORMATION

In the event your child should become ill or suffer an injury, it is important that the school office know how to contact you during the school day. ***Please keep the office up-to-date on your home and/or work telephone number(s) and email contact.*** Should school be closed early, due to bad weather or other emergency situation, it is important that your child know an alternate place you wish him/her to go in case no one is at home. This is for the safety of your child. You are urged to determine an alternative plan and be sure the child knows about the plan.

VISITS TO CLASSROOMS

Parents and guardians of students are most welcome to visit school and to observe their children's learning activities. Since it may sometimes be a disruption to visit (such as during tests), parents and guardians must make pre-arrangements with the teacher and staff. All visitors to school must report their presence and identify themselves at the school office and pick up a visitor's pass before going elsewhere in the school. School volunteers check in each day. This is simply a protective measure for students.

We discourage school-aged friends and relatives from attending classes with Kalama Elementary School students. **Visiting students or relatives may not attend class with KES students without prior approval from both the teacher and the principal.** In addition, relatives must have written approval for parents or guardians to interact with students during the school day. Additionally, any visitor or parent volunteer will be required to sign a letter of confidentiality before entering the classroom.

STUDENTS' NEEDS

If it is necessary to bring lunches, coats, homework, etc. to your child after the school day begins, please bring it to the office. We will see that the student receives the item.

LUNCHES

Our school serves breakfast and hot lunch daily. Menus are posted in classrooms and are sent home each month with your child. Children who bring lunch from home may buy milk, if desired. Lunch money is the responsibility of the

student and should be taken to the cafeteria in the morning. The cost for lunches is \$2.80 (\$.40 reduced) and for breakfast is \$1.20 (\$.00 reduced.) Adult lunch is \$3.95 if you wish to eat with your child.

If your child's lunch account falls below the required minimum needed to purchase a lunch, or becomes overdrawn, you will receive an automated phone message. Until money is deposited into the account, you may receive a phone call on Friday from the principal to discuss your overdrawn account.

Application forms for the Federal Lunch Program are available in the elementary office. The Free & Reduced Lunch Count is used to designate funds for the Title 1 program. ***If you think you might qualify, please fill out an application whether you use it or not. Free and reduced lunch applications must be approved by the District Office prior to receiving any free or reduced lunches.***

RECESS

We often receive notes requesting that children be kept in from recess because they have been ill or are not feeling well. We are unable to provide separate supervision for these children and suggest that a child be kept at home when health problems would interfere with regular school activities. With a written note from home or with a written recommendation from a medical doctor, exceptions will be made for students returning to school from an extended illness. We do offer an inside area during inclement weather.

USE OF SCHOOL PHONE MESSAGES

The elementary office telephone is for school business or emergency use only. Students must have permission slips from their teachers before going to the office to use the phone. Students cannot be called to the telephone during school hours. Messages called into the school can be given to students only if received no later than 2:00pm. In a true, rare emergency, we will do our very best to get information to students after this time.

Teachers appreciate communication from home and messages for teachers may be left on voicemail or via email at any time. Teachers will respond to your communication within 24 hours at a time when it will not interrupt the educational process. ***If you require immediate response, please contact the main office by phone. Email is checked periodically, not constantly monitored.***

STUDENT DRESS

Students come to school to learn. How they dress affects their learning attitude. Individual rights to style and taste in clothing are respected, but any clothing that may cause distractions or be disruptive to the educational process is not acceptable. Your student may be asked to change into school appropriate attire if available or you will be called to bring a change of clothing for your student.

Clothing should meet the weather demands of the day. For your child's safety, wearing a coat or two sweatshirts is strongly encouraged when temperatures drop below 40 degrees, since children are expected to go outside for recess. Hats to protect against cold weather are encouraged.

Tops showing bare midriffs, short shorts, short skirts, and clothes of a revealing nature are not considered appropriate wear at school. ***No spaghetti strap shirts allowed.*** Shorts and skirts must touch the fingertips when arms, hands and fingers are extended on student's side. Any clothing that promotes drugs, alcohol or gang affiliation will not be acceptable. Acceptability is left to the discretion of office staff.

LOST AND FOUND

Each year students lose many articles such as coats, sweaters and lunch boxes. Put your child's first and last name on everything that comes to school. Tennis shoes also should be marked. If an item is labeled it will be returned to the student. Sack lunches should have the child's first and last name along with the teacher's name on it. The school office keeps a lost and found area and parents and students are welcome to check it for lost items. Monthly, items left will be given to Kalama Helping Hand. Kalama Elementary is not responsible for lost or stolen items.

HEALTH & SAFETY

We like to see healthy children at school. Never send an obviously sick child to school. For the protection of all students, including your child, the following guidelines will be enforced:

- A child with a sore throat, severe cough, or earache, who has been vomiting, has diarrhea, or who has had a fever of **100.0 or more within the past 24 hours** should not be sent to school. If your child is sent home for anyone of these reasons the 24 hours will start when they are picked up and your child can not return until the 24 hours is over.
- A child with a known communicable disease (pink eye, chicken pox, impetigo, strep, scarletina, scabies, ringworm, poison oak, etc.) requires a doctor's note before their return to school.
- A child with crawling lice should not be sent to school. If a child has head lice, treatment should be sought immediately.

If a child becomes ill at school, symptoms are noted but not treated and the parent is notified to pick up the child. In the event of a serious injury, parents are contacted for direction. If it is impossible to contact the parents, emergency medical assistance will be obtained.

Please inform the school office of children with known medical or health problems and/or inform the office of allergies (especially bee stings and food allergies).

MEDICATION AT SCHOOL

When a child is required to take a medication at school, the medication must be brought to the office in the prescription container, by an adult. A medication form must be signed by a doctor and parent before it will be allowed to be administered at school. Completed forms must be on file at the school. A new form is required each year. The medicine remains in a locked area of the office. Students must come to the office to take it and remain there until the medicine is swallowed. All over-the-counter medicine (including non-aspirin and cough drops) are under the same guidelines. This is per Washington State law requirements. Lip balm, chapstick, and/or sunscreen is allowed.

TOYS FROM HOME

Kalama Elementary is not responsible for lost or stolen property. Toys are not allowed at school as they are disruptive to the school learning environment. This includes trading cards, fidget spinners, and cubes. All personal items should remain at home unless the teacher requests one be brought as part of an experiment or other educational process. If your student attends Chinook Stadium, items may be dropped off at the office before the start of the school day. Toys that are disruptive or dangerous may be taken by a staff member. The first incident will result in the item being returned at the end of the school day. Multiple incidents may result in the items being stored in the "June Box" (items returned at the end of the year). Parents, however may be able to pick up their child's personal items before June during regular business hours. The concern is for the health and safety of all students.

ELECTRONIC DEVICES

Kalama Elementary is not responsible for lost or stolen property. Personal electronic devices are only allowed at school, on the bus, or in the Chinook Stadium with prior approval. All electronic devices inappropriately used during instructional time may be confiscated and the parent will be notified. Return of the device will be discussed at parent notification. Please do not expect your child to respond to texts during the school day (8:30am-3:00pm). If you need to contact your student during the school day, the office will be happy to assist you in doing so.

ANIMALS AT SCHOOL

Animals at school can provide a valuable learning experience for children, but they cannot be allowed to endanger other students' safety or disrupt their learning. Therefore, prior permission must be obtained from the classroom teacher and principal before any animal is brought to school and they must be caged or leashed. District bus rules do not permit animals to be taken on the bus, so parents must arrange transportation for the animal to and from school. Due to the carpet, dogs and cats brought for "show and tell" should be caged and viewed outdoors. Teachers with classroom pets will receive permission from ALL classroom parents and the principal before the pet enters the classroom.

THERAPY/SERVICE DOG

Following district policy and state laws therapy/services dogs may be present in the school. This requires principal permission. Special care will be taken for students with known animal allergies.

PLAYGROUND

School playgrounds are provided for children's enjoyment, with playground rules existing to minimize the possibility of students hurting themselves or one another. Students are expected to be courteous and considerate of others on the

playground and to obey instructions of the playground supervisor. For playground rules, please see Recess 101 handbook.

CAMPUS BOUNDARIES

The Elementary campus is considered: Elementary building, cafeteria, annex, playground area between the HS gym and HS building, and the asphalt area. **ELEMENTARY STUDENTS ARE NOT ALLOWED INSIDE THE HIGH SCHOOL GYM OR HIGH SCHOOL BUILDING UNSUPERVISED. STUDENTS WILL NOT BE ALLOWED TO PURCHASE POP OR CANDY FROM THE VENDING MACHINES.**

POSITIVE BEHAVIOR SUPPORTS

KALAMA ELEMENTARY IS A POSITIVE BEHAVIOR AND INTERVENTIONS SUPPORT (PBIS) SCHOOL!

Positive Behavior Interventions and Support teaches students to **SWIM**:

(S) Show Kindness: Suggests that everyone be treated with kindness (lending to students growing this character trait within themselves adding to positive peer and adult relationships)

(W) Work Responsibly: Addresses school effort such as being ready for class, completing work, and keeping the school and classroom neat

(I) Initiate Respect: Relates to compliance to teacher and staff requests, as well as positive peer and adult relationships

(M) Model Safety: Implies a feeling of social, emotional, and physical safety and creates a feeling of belonging.

As a part of the PBIS program, behavior expectations for all areas of our school will be taught and reviewed. You will be able to ask your child. "What are the SWIM rules in your school?" "How do you SWIM?" "What happens when staff members see you "SWIM"ming?"

- Expectations are **POSITIVELY** stated
- Expectations are posted on an expectations matrix throughout the building.
- Expectations are taught directly to students with formal lessons
- Expectations are taught and reviewed several times throughout the year
- A system of positive reinforcement and recognition by all adults for following expectations is in place throughout the building

The behavior expectation matrix reminds students how to be safe, respectful, and responsible. Please review the common area behavior expectations matrix in the parent/student handbook, as well as the classroom behavior expectations matrix posted in your child's classroom.

SCHOOL BELIEFS.....

The entire Kalama Elementary community, staff, students, and families can cooperatively teach and support appropriate student behavior throughout our school.

Students are entitled to a safe and fulfilling environment for learning.

Self-management is a personal, life skill that young people develop by learning and practicing responsible behaviors.

Students are internally motivated by their need to be accepted, be recognized for what they accomplish, be happy, and experience personal freedom.

With instruction, practice, and encouragement, students are capable of choosing, evaluating and changing behaviors so that their needs will be met.

Limited rules and regulations are necessary to ensure safety and fairness. With the encouragement of self-direction and responsible problem-solving, respectful cooperation replaces coercion and punishment.

WASHINGTON STATE STATUTES AND STATE BOARD REGULATIONS

School staff shall maintain good order and discipline at school so as to provide an optimum learning atmosphere. Staff is empowered to hold students to a strict accountability for disorderly or anti-social conduct. Staff may counsel, conference, and/or detain students for reason of resolving excessive misconduct. Pursuant to WAC Chapter 392-400, teachers can remove a student from class for behaviors that disrupt the learning process after they have attempted to help the student meet behavioral expectations. Exclusion from the classroom or school is viewed as a last resort, but can become necessary when the student's behavior is a danger to others or a threat to the learning process. Our staff strives to use positive behavior supports and regularly engage in professional development and best practices in preventative measures, love and logic principles, and positive interventions. Currently, staff is undertaking work around collective commitments related to discipline, which will be shared as an amendment to this handbook.

Essential Components/Guidelines for a Student Management System

Listed below are the essential component and guidelines that the building principal, along with his/her staff members, shall implement in a cooperative effort.

1. All building staff members and parents shall have the opportunity for participation in the development of the building Student Management System.
2. Building administrators have direct responsibility to implement, monitor, and communicate the Student Management System to students, staff members, parents, and the community.
3. A building's Student Management System, and each individual teacher's classroom plan, shall include the following components:
 - a) Rules that are clear, concise, visible, and limited in number.
 - b) Consequences that follow a logical sequence utilizing a hierarchy of progression. Every consequence must be something that the teacher can and will follow and should be logical outgrowth of the behavior whenever possible.
 - c) Appropriate positive reinforcement techniques that are visible and meaningful.
 - d) Parent communication.

DESCRIPTION OF SCHOOL/CLASS DISCIPLINE

SELF-MANAGEMENT

Our goal is to teach students our behavior expectations and the skills of self-management. Self-managed students follow the school rules by being kind, safe, respectful, and responsible (SWIM).

In an effort to focus on and reward students who are making good choices, Kalama Elementary staff adopted the Positive Behavior Intervention Supports (PBIS) approach to student management. This proactive approach is designed to affirm positive behavior by identifying and recognizing students demonstrating the desired behavior.

When a student has trouble following school rules and expectations, the school staff will use the process outlined in the following pages to help the student change the behavior. The student's freedom will be reduced until the problem can be solved.

RESTORATIVE PRACTICES

Restorative Practices is a philosophy aimed at building a sense of community through inclusion and equity. It is an alternative discipline model. Teachers in a restorative setting look at academic challenges and student misbehavior as opportunities to offer support and guidance rather than punishment. The goal is to increase personal accountability for behavior and put the focus on repairing the harm done.

Key restorative features are:

- Restorative circles—a strategy used in the classroom that builds community, acceptance of each other, and allows each student to have a voice.
- Focusing on the harm of the incident instead of the broken rule
- Understanding harm has created a responsibility for the student to repair and reestablish damaged relationships

Educators in a restorative setting emphasize arriving at agreements, healing, and repair over punishment. Restorative approaches promote individual accountability with high levels of community support from the classroom and school staff. The practices help students' problem solve, apologize and understand the effects positive and negative behavior has on

others. This is a proactive effort to decrease problem behaviors from occurring and offers students a way to learn from their mistakes made.

A key component to Positive Behavior Intervention is pre-teaching and re-teaching of expectations, and establishing common expectations. Below are some examples of established, taught, and reinforced expectations for locations common to Kalama Elementary Students:

KALAMA ELEMENTARY COMMON AREA BEHAVIOR EXPECTATIONS

Area/Rule	Show Kindness	Work Responsibly	Initiate Respect	Model Safety
Hallway Areas	<ul style="list-style-type: none"> *Keep hands, feet, and objects to self *Greet others with a smile and a wave 	<ul style="list-style-type: none"> *Look with your eyes *Personal Space *Go directly to your destination *Use SWIM Pass *Stay together-arm's length 	<ul style="list-style-type: none"> *Look with your eyes *Personal Space *Voice Level 0-1 *Walk single file down the hall *Stay to the right (2nd Square) 	<ul style="list-style-type: none"> *Walk single file down the hall *Keep hands, feet, and objects to self *Walk facing forward *Stay to the right (2nd Square) *Use stopping spots
Bathroom	<ul style="list-style-type: none"> *Keep hands, feet, and objects to yourself *Greet others with a smile and a wave 	<ul style="list-style-type: none"> *Flush *Turn the water off after you wash your hands *Leave no trace *Keep objects in their appropriate location 	<ul style="list-style-type: none"> *Respect others privacy *Unlock stall doors when you are done *Keep objects in their appropriate location 	<ul style="list-style-type: none"> *Keep feet on floor *Keep water in sink *Wash hands with soap *Put towels in garbage can
Cafeteria	<ul style="list-style-type: none"> *Be Patient *Use appropriate table talk *Say please and thank you *Leave no trace 	<ul style="list-style-type: none"> *Take what you can eat *Use table manners *Eat your own lunch *Leave no trace *Keep the line moving *Have green/pink tickets ready, take meal chosen 	<ul style="list-style-type: none"> *Voice levels 0-1 *Give personal space *Lights out-0 voices 	<ul style="list-style-type: none"> *Raise hand and wait to be excused *Get all utensils, milk, etc. when first going through the line *Clean your area and follow recycling procedures *Stack trays
Office	<ul style="list-style-type: none"> *Mind your own business *Speak Kindly *Smile *Be Positive 	<ul style="list-style-type: none"> *Know why you're here *Wait until the adult is off the phone before speaking *Be patient 	<ul style="list-style-type: none"> *Quietly stop at front desk *Wait to be called on *Listen when others speak *Wait for directions 	<ul style="list-style-type: none"> *Use SWIM Pass
Bus Area	<ul style="list-style-type: none"> * Use voice levels of 0-2 and talk only to the person in your seat *Follow adult directions *Once seated stay put 	<ul style="list-style-type: none"> *Face Forward *Use voice levels of 0-2 and talk only to the person in your seat *Always walk on the bus 	<ul style="list-style-type: none"> *Follow adult directions *Accept consequences for your actions 	<ul style="list-style-type: none"> *Face Forward *Use level 1 or 2 and talk only to the person in your seat *Always walk on the bus *Once seated stay put *Keep your hands, feet, and objects to yourself *Only get up when the bus has stopped at your stop

At Kalama Elementary all people are expected to maintain proper respect for one another. Behavioral standards are:

1. Show Kindness
2. Work Responsibly
3. Initiate Respect
4. Model Safety

STUDENT CONDUCT

Kalama School District believes in supporting students in making appropriate choices. **Students, parents, and school personnel have a shared responsibility to create the best environment for learning.** Our school works closely with parents to help students make positive choices. All students are expected every day to rise to meet the SWIM expectations.

District policy and rules of conduct are applicable to all students in any program or activity. Rules and procedures govern the conduct of students to protect the health and safety of individuals and property, and insure that a proper learning environment prevails in the classroom.

A student may be placed on a behavior plan in an attempt to support their adherence to the SWIM expectations. The students Behavior Support Team and the Positive Behavior Intervention Support Committee (PBIS) will work with individuals, families, and staff to ensure that we maintain a safe and positive learning environment.

ZERO TOLERANCE

Any student who violates or fails to follow school rules or regulations, or performs any act which naturally interferes with or is detrimental to the orderly operation of the school or classroom, threatens the safety of students or staff, or any other aspect of the education process, or behavior considered to be exceptional misconduct, shall be subject to discipline, suspension or expulsion, at the principal's determination. A threat assessment may be required prior to readmission to school.

Parents will be contacted within 24 hours when a student receives a major disciplinary action or is involved in a major discipline incident.

The following discipline situations with definitions are considered major areas of misconduct:

1. Carrying or display of a weapon or dangerous plaything (i.e., matches, firecrackers, knives.)
2. All harassment and/or intimidation-(bullying, sexual, physical or verbal, harassment.)
3. Vandalism
4. Fighting
5. Possession and/or use of tobacco or illegal substance (action will result in an emergency expulsion)
6. Firearms (carrying or storing of any firearm or ammunition on the bus or school property will result in a mandatory 1 year suspension from the school per Washington State law.)

KALAMA ELEMENTARY PROGRESSIVE DISCIPLINE POLICY

The Kalama School Board of Directors allows the Principal the discretion of applying any of the following steps listed below depending upon severity of the misconduct.

RECESS MISCONDUCT

After warnings and normal time-outs have been given with no change in behavior, students will be referred for progressive discipline. A severe offense will result in immediate removal to the LRC or office. Additional offenses may result in conferences with parents, teachers and/or recess supervisors. A behavior modification plan may be developed. Students being removed from recess for inappropriate behavior will spend their time completing a problem-solving form (think sheet) or completing some other appropriate task. Mediation will be provided for groups of students being removed together for a recess infraction. Time will be spent only during recesses. If removal of recesses doesn't change behavior, other interventions will be tried.

BUDDY CLASSROOM

Students may need to have a place to complete assignments or to have a reset to expected classroom behavior (Generally no longer than 10 minutes). Students will have this opportunity without considering the reason for the removal as disciplinary action.

CLASS REMOVALS

Classroom removals may be used for serious offenses or after in-class or alternative time-outs have proven ineffective.

- Teachers will make parent contact within 24 hours for all class removals.
- A Behavior Plan may be designed following class removals.

When a student is sent to the principal for a "class removal", or for putting themselves, or others in danger, or has caused injury to another student, the consequences will become more severe. The action taken will be based upon the severity of the incident and the students past history. Parental contact will be made.

POSSIBLE DISCIPLINARY STEPS K-5TH GRADE

Step	K-5
1.	Warnings and problem-solving in classroom
2.	Buddy Classroom/Think Sheet
3.	Parent contact by teacher
4.	Three minors turn into a "major" infraction resulting in losing three recesses
5.	Repeated major infractions may result in in-school suspension.
6.	1 day out of school suspension
7.	2-5 days out of school suspension
8.	EMERGENCY EXPULSION (Only as last resort.)
9.	EXPULSION

LEARNING AND REFOCUS CENTER

The Learning and Refocus Center (LRC) is a clean, ventilated, temperature controlled and calm room intended to provide a safe and structured environment for a student to reset and return to the classroom ready to learn. Unless utilized for alternative to suspension or disciplinary purposes, visits to the learning and refocus center are typically short in duration and allow students the opportunity to engage in quiet, refocusing activities to be ready to learn. The center is supervised with supportive staff who are there to ensure student safety and discuss student concerns. Located within the library, it is also utilized for makeup work, makeup tests, a quiet, alternative learning space, and for pre-planned movement breaks.

IN SCHOOL SUSPENSION

Students that are in in school suspension will be spending their time in the LRC and will complete a think sheet regarding suspended behavior. Students then will have increments of time focused behavior supports and completion of classroom assignments. Time in the LRC may include one-on-one support with our Behavior Management Team. Students will be allowed restroom breaks, and will eat lunch in the LRC. When a student has chronic or repeated behaviors parents may be asked to attend school with their child in lieu of in school suspension.

SHORT-TERM SUSPENSION

Short term suspension is considered to be out of class suspension for up to 9 consecutive days whether in school or out of school.

LONG-TERM SUSPENSION

A long-term suspension is considered to be out of class suspension for 10 or more days.

During all full suspensions:

1. A parent, student, teacher, counselor and principal conference will be held to discuss a plan of intervention.
2. A Behavior Plan may be designed.
3. Every effort will be made to provide work missed. However, as much of the work is oral in-class instruction, it may not be possible for all the work to be provided.

EXPULSION

Expulsion is the denial of attendance to Kalama Elementary School. Any student who has been expelled or long-term suspended shall be permitted to apply for re-admittance at the District office prior to termination of the imposed sanction. The application shall be in writing and sent to the principal of the school which the student would normally attend. The principal shall establish re-admission conditions in the form of a written contract related to the former behavior. If the application is denied, the parent/guardian may appeal to the Superintendent.

FORMAL HEARING STUDENT RIGHTS

Parents or guardians of students may request a hearing in the case of a long term suspension or expulsion. Parents and students are advised that they have three (3) school business days to request a hearing concerning a disciplinary action.

RECESS 101

Recess 101 is a structured playground program that allows students to make choices during their 30 minute recess in designated zones. Students also have the option to walk/run the Recess 101 track located on the perimeter of the playground. Students also have a 15 minute unstructured recess time with their grade level scheduled into their school day.

CHINOOK STATION CHILD CARE PROGRAM

The Chinook Station Child Care Program is provided for our elementary school students from 6:30 to 8:00 a.m. and 3:00 to 6:00 p.m. each day school is in session. Chinook Station will provide care from 6:30 to 9:00 a.m. on Wednesdays due to the one hour late start schedule. An annual non-refundable \$25 registration fee is required per child and will be due when registration forms are returned to the office. Chinook Station will not operate when school is closed due to bad weather.

If you think you may need to use the Chinook Station services during the year, please register your child. Drop-ins without prior registration will not be allowed, even if your child attended Chinook Station in previous years. There is a \$25 non-refundable registration fee per child, due when forms are returned.

Billings for Chinook Station services will be sent twice a month showing charges of \$3.50 per child per hour. If you have an outstanding balance from last year, you will need to pay it in the Elementary Office prior to registering for the Chinook Station. Students not picked up by 6:00 are assessed a \$4.00 per hour charge with a ½ hour minimum. All fees must be paid monthly in order to continue Chinook Station services.

Transportation to and from the Chinook Station outside of the 8am to 3pm school day is a parent responsibility. Parents or guardians must sign each child in and out daily. Parents must send snacks with their children if the student is going to be at Chinook Station for more than two hours.

Only authorized persons can remove your child from Chinook Station. It is indicated on each registration form who may pick up your child. Any person not on this form will be unable to pick up your child unless we have prior written authorization from you. Those picking up children may be asked to show proof of identification.

Personal items to be used in the Chinook Station will need to be checked in with the Chinook Station supervisor by 8:20, or 9:20 on Wednesdays. They are kept in a locked cabinet. Kalama Elementary is not responsible for lost or stolen property.

SCHOOL BUS PROCEDURES

Bus transportation is provided for students in qualified areas through the KWRL Cooperative. Parents should consult their website for registration, and all route information. Please visit their website for more information.

Each day students will be dismissed directly to buses unless we have written notification of change.

We must have notes from you each time your child will not be riding his/her regular bus home. Please contact the school office before 2:00 p.m. of any last minute changes.

Riding the bus is a privilege, not a right. Please discuss appropriate bus manners and safety factors with your child. Students are expected to adhere to the following bus rules:

1. Students shall obey the directions of the bus drivers.

2. Students shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities to do otherwise.
3. No student shall be permitted to leave the bus, except at the regular stop, unless permission has been granted by school authorities.
4. Each student may be assigned a seat in which they will be seated at all times, unless permission to change is given by the bus driver.
5. Students shall: (1) sit properly in their seat, (2) not throw anything on the bus, (3) keep their hands to themselves, (4) be courteous to other passengers (5) not talk loud or make other noises.
6. Students are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor. Eating on the school bus is not allowed without the permission of the driver.
7. No student shall smoke, light matches or lighters, or use any type of flame, sparking or exploding device on the school bus.
8. Students shall not have in their possession any alcoholic beverage, marijuana, narcotics, stimulant drugs, or drug paraphernalia or any over the counter drug that is used outside of the normal and customary guidelines for that drug.
9. Electronic games or trading cards or other collectibles that cause a disruption may be confiscated.
10. Windows shall not be opened without the permission of the driver. No student shall at any time extend any body part out of the windows whether the school bus is in motion or standing still. Students must not throw anything out the windows.
11. Students must see that they have nothing in their possession that may cause injury to themselves or another, such as sticks, breakable containers, balloons, straps, or pins extending from their clothing. Also, no animal, reptile, fish or fowl is permitted on the bus, except seeing-eye dogs.
12. All firearms, pellet guns, bb guns, dart guns or any device that discharges a projectile are not allowed. Likewise, knives, clubs, throwing stars, nun-chucks, and any item commonly considered to be a weapon are banned. Even ordinarily approved items, such as textbooks or backpacks, may not be used in a manner that is likely to be injurious or disruptive.
13. Aerosol devices may not be discharged on the bus.
14. Skateboards, folding scooters and bikes are not to be brought on the bus.
15. Bullying or harassment is not allowed and students are subject to additional penalties and provisions of school district policies.
16. School projects that cannot be placed in a backpack or safely secured may not be transported on the bus. Music instruments are allowed but must be placed safely in the same seat compartment as the student owner.
17. All items or behaviors that are banned or not approved at school are also disallowed on the bus.
18. Each student must see that their books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport large items.
19. Students should not talk to the driver more than is necessary and avoid shouts, screams, whistles, burps and other noises that would distract a driver. Students shall refrain from using vulgar or obscene language or gestures.
20. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver while the bus is in motion.
21. Students shall remain seated while the bus is in motion and shall not get on or off until the bus has come to a full stop.
22. Students shall leave the bus in an orderly manner. They must not cross the highway without verifying that it is safe to proceed and until given consent by the driver. When boarding or leaving the bus, students must be in view of the driver at all times. Students shall cross the highway only in front of the school bus and never behind it.
23. Students must arrive at the bus stop on time, (5 minutes before bus arrives), and must not stand or play on the roadway while waiting for the bus to arrive.
24. Self-discipline should be exercised by the students at the bus-loading area. Students will refrain from pushing and shoving other passengers, or engaging in other unsafe activities.
25. Students who have to walk some distance along the highway to the bus-loading zone must walk, where practicable, on the left-hand side facing the oncoming traffic. This will also apply to students leaving the bus-loading zone in the evening.
26. Students are not to run errands between the bus stops and home. (For example, students running behind a bus to cross a busy street to get mail create an extremely dangerous situation.)
27. In the event of an actual emergency, students must follow emergency exit procedures as established by emergency exit drills which are discussed and practiced each year.
28. The school district will be reimbursed by parents or the student for damage to school buses resulting from student misconduct.
29. Failure to abide by these rules may result in the loss of bus riding privileges.

30. Parents are reminded that cars and other motor vehicles must stop for school buses loading and unloading children when the bus' stop sign is out and the bus's red lights are flashing. Please help us by reporting violators and by talking to your student about why it is important for all of us to practice safe driving techniques, especially when children are present.

TRANSPORTATION COMMUNICATIO

If you have issues or concerns regarding bus transportation, it is vital that parents contact the KWRL Bus Garage (673-5450) in addition to the school office. If a student has special transportation, any changes to those transportation plans need to be made through KWRL and *then* communicated to the school office.

EMERGENCIES, LATE STARTS, SNOW ROUTE

If severe weather necessitates closing school, opening late, or using snow bus routes, spot announcements are made by local radio and TV stations beginning as soon as possible after 6:00 a.m. If there is no announcement, school is open and on schedule. Watch for announcements on:

KEX	1190 AM	KGW	620 AM	KXL	750 AM & 95.5 FM	KEDO	1400 AM	KBAM	1270
AM	KLOG	1490 AM	K103	103 FM	KUPL	98.5	KWJJ	99.5	KATU
Channel 2	KGW	Channel 8	KOIN	Channel 6					

Should an emergency situation call for closing schools early, information for spot announcements is provided to the stations. Decisions to close the schools or start late because of snow or ice are made only after road conditions have been checked personally by staff members. We want all students to be safe.

To ensure the safety of every child during the school day, we ask each family to follow the procedures listed below in case of early closure of school:

1. Have an alternate place for children to go if you are not home, such as a neighbor or friend's house. This should be listed on the emergency contact form filled out each year.
2. Have children follow a prescribed route if they walk to and from school. This will assist you in locating them if you want to meet them on the way.
3. Encourage them to go directly to the agreed upon place as quickly as possible.

LOCAL EMERGENCIES

In the event of a Mt. St. Helen's eruption or chemical leak, we may determine students cannot be safely sent home. They would be housed and fed at school. Do not come to school to pick up your children. Stay tuned to the radio and you will be directed to the proper evacuation site to be reunited with your children. Everything possible will be done to make your children comfortable and safe. Teachers will be with your children.

SEXUAL HARASSMENT

The 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:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit.
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school related decision affecting an individual; or
3. 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, male to female, female to male, male to male and female to female. WA State Law RCW 49.60 states that the protected classes or groups are: "...race, creed, color, national origin, sex, families with children, marital status, sexual orientation, age, presence of any sensory, mental or physical disability or use of trained dog or service animal by a disabled person."

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 have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall 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 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.

STUDENT RIGHTS AND RESPONSIBILITIES PREAMBLE

A primary responsibility of the Kalama School District and its professional staff shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are brought about.

The school is a community and the rules and regulations of a school are the laws of the community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Recent court decisions have indicated clearly that young people in the United States have the right to receive a free public education. The deprivation of that right may occur only for just cause and in accordance with due process of law.

The courts have also stated that students have the rights of citizenship as delineated in the United States Constitution and its Amendments. These rights may not be abridged, obstructed or in other ways altered except in accordance with due process of law.

The First and Fourteenth Amendments to the Constitution of The United States prohibit states from unduly infringing upon the rights of speech and expression. In the school setting this restriction of state action determines the manner and extent to which schools may limit the speech and expression of students.

In order to effectively regulate First Amendment rights, school authorities must show that the failure to regulate would create a material and substantial disruption of school work and discipline.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program.

The principal is authorized by statute to suspend for cause. The teacher has the authority to suspend students from class for a cause. The following rules, regulations and due process procedures are designed to protect all members of the educational community in exercise of their rights and duties.

Nothing in this statement of student rights shall be held to limit the due process rights of educators or classified school employees nor their use of the district grievance procedure. Any sections of the document or portion thereof, found by adjudication to be contrary to law or constitutional right shall be stricken without effect to the remainder.

Search and Seizure

General search of school premises/property including, but not limited to, lockers or desks may occur at any time and marked items belonging to the school may be recovered. Equipment, such as a student locker, belongs to the school district and students are allowed to use this equipment as a convenience. Lockers shall be properly cared for and not used for the storage of illegal items. Students have the right to be present, when possible and reasonable, when personal or school property in use by such student is being searched. There may be occasions, however, when school officials

believe it is in the best interests of the safety of the students or the general welfare of the school to conduct a search in a student's absence.

If school officials have reasonable suspicion to believe that evidence of a violation of laws or school rules is contained in any locker or other district property utilized by students, search thereof may be conducted under the general authority of the District in connection with the obligation to maintain the safety and welfare of all students. Where it appears that criminal activity is present, the police may be summoned for assistance.

Accurate records of items confiscated shall be kept by the school administration when materials not belonging to the school are taken during any search.

VIDEO SURVEILLANCE

Kalama School District is equipped with security video surveillance equipment. The video equipment will be used to help ensure the safety and welfare of the students and school setting. Security videos maintained by the school are not considered educational records, and may be shared without parent permission as deemed appropriate to maintain safety and welfare.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA includes 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 Kalama School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them to their right to a hearing regarding the requests 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.

SUBSTANTIVE RIGHTS

In addition to the rights set forth in the Constitution and laws of the United States and in the Constitution and laws of the State of Washington and all rights retained by the people, the following shall be substantive rights of pupils in the school district:

1. The school district shall not deny any pupil equal educational opportunity or discriminate against any pupil because of national origin, race, religion, economic status, or sex. Furthermore, no pupil shall be denied such opportunity solely because of pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory disability.
2. Pupils shall have the right of freedom of speech and of the press and the right to peaceably assemble and to petition the government and its representatives for a redress of grievances.
3. Pupils shall have the right to be secure in their person, papers, and effects against unreasonable searches and seizures.
4. No pupil shall be deprived of an equal educational opportunity by a school district without due process of law.
5. Pupils shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of the school district.

These rights are subject to the school district's authority to make reasonable rules and regulations bearing a real and substantial relationship to the direct preservation of their own, their fellow pupils' or the public's health and safety, or for the maintenance of the educational process.

All students shall submit to the reasonable discipline of the superintendent or his/her designee and refusal to comply with written policies, rules and regulations established for governing the school shall constitute cause for further discipline and suspension; however, no pupil shall be disciplined, suspended, or expelled except for sufficient cause.

Students and parents have certain rights under 180-40-WAC regarding suspensions and expulsions. These rights and regulations are available in printed form at the Kalama School District office.

For a printed definition of the criminal acts under the laws of the State of Washington, Cowlitz County, and the city of Kalama, as pertaining to discipline at the Kalama School District, please contact the Kalama Elementary School office.

STATE LAW REQUIRES PROCEDURES FOR PESTICIDE NOTIFICATION, POSTING AND RECORD KEEPING

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application". This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if students will not occupy the school grounds or facilities for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, "Notice: Pesticide Application", and shall state the product name, date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of anti-microbial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that is not accessible to children.

Kalama School District #402 is now required by federal law to verify and document the identity and authorization to work in the United States for each new employee. As a condition of employment, persons hired must provide proof of identity and citizenship, permanent resident status of employment authorization, and a Social Security card within three (3) days of beginning work. Some of the documents that will satisfy the identification requirement included a passport, driver's license, or any state photo identification. Some documentation that will satisfy the authorization requirement includes an Alien Registration card, United States naturalization papers, or a United States Birth Certificate.

The Kalama School District is an equal opportunity district. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups .

Kalama School District #402 is now required by federal law to verify and document the identity and authorization to work in the United States for each new employee. As a condition of employment, persons hired must provide proof of identity and citizenship, permanent resident status of employment authorization, and a Social Security card within three (3) days of beginning work. Some of the documents that will satisfy the identification requirement included a passport, driver's license, or any state photo identification. Some documentation that will satisfy the authorization requirement includes an Alien Registration card, United States naturalization papers, or a United States Birth Certificate.

The Kalama School District is an equal opportunity district. Such equal employment opportunity shall be provided without discrimination with respect to sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal, marital status, or genetic information.

We comply with Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other State, Federal and Local Equal Opportunity laws. This district will endeavor to maintain an atmosphere free from discrimination and harassment.

If you have a physical or mental disability that substantially limits your ability to participate in the application process, please notify the human resources office so that we may reasonably accommodate your needs.

Kalama School District's Section 504/ADA Coordinator and Affirmative Action/Title IX Compliance Officer is Eric Nerison, 548 China Garden Rd., Kalama WA 98625; 360-673-5282.