

# Columbia Elementary School

## Parent Handbook

### 2026-2027



600 Bozarth Avenue  
Woodland, WA 98674  
360-841-2900  
Jen Havig, Principal

# DIRECTORY OF SCHOOL PERSONNEL

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## **ADDITIONAL CERTIFICATED STAFF**

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## **SUPPORT STAFF**

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Kirsten Barnett	DSP Para
Kathleen Bottemiller	Preschool Para
Ashley Budzenski	Resource Para
Collette Calvillo	MLE Para
Cynthia Elliott	LAP Para
Cristina Forgey	Kitchen
Tina Foster	Resource Para
Stephanie Friend	Resource Para
Savannah Guillen	Building Secretary
Katie Hendrickson	Student Support
Candice Littleman	Administrative Secretary
Rosalee Logan	DSP Para
Sabrina Melton	DSP Para
Stephanie Miller	Recess Para
Samantha Murray	Recess Para
Lily Naranjo	Recess Para
Kathi Netland	LAP Para
	Kitchen
Jessica Sheehan	LAP Para
Pamela Stanley	DSP Para
Deborah Terrell	Recess Para
Kim Tolbert	Custodial
Shannon Tracy	Preschool Para
Faith Trehwella	Resource Para
Deanna Turner	Preschool Para
Veronica Vitale	Nurse
Tracy Wachter	DSP Para
Renee Wolf	DSP Para
Oksana Zagumenny	Kitchen

**COLUMBIA ELEMENTARY SCHOOL ACADEMIC CALENDAR**  
**2026-2027**

August 26	First Day of School
September 4	Non student/ Staff Day
September 7	No school- Labor Day
September 2	First Day of School for Kindergarten
October 16	Certificated Staff PD Day/Non Student Day
October 27-28	Early Release- K-8 ( Parent/Teacher Conferences)
October 29-30	Early Release- K-12 ( Parent/Teacher Conferences)
November 11	No School – Veterans Day Holiday
November 25	Non student/Non staff day
November 26-27	No school- Thanksgiving Break
December 21-Jan 1	No School – Winter Break
January 18	No School – MLK Jr. Day Holiday
January 25	Certificated Staff PD Day/Non Student Day
February 12	Certificated Staff PD Day/Non Student Day
February 15	No School- Presidents Day Holiday
March 19	Snow Make-up Day
March 30-April 2	Early Release - Grades K-12 (Parent/Teacher Conferences) School dismissed at 1125 am
April 5-9	No School – Spring Break
Apr 30	Snow Make-Up Day
May 28	Snow Make-Up Day
May 31	No school- Memorial Day Holiday
June 10-11	Early release- Grades 9-12 ( Parent Teacher Conferences)
June 14-15	Early release- Grades K-12 ( Parent Teacher Conferences)
June 15	Last Day of School

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**WOODLAND PUBLIC SCHOOLS VISION**

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

**OUR SCHOOL MISSION**

Our mission is to provide a superior education by aligning our actions that model a relentless focus on learning with an unwavering belief that all students can learn and achieve at high levels.

**CES BELL SCHEDULE**

**Monday**

Breakfast and Supervision begin at 8:55 am  
 Building Opens 9:05 am  
 First Bell rings at 9:10 am  
 Tardy Bell rings at 9:15 am  
 Dismissal Bell rings at 2:25 pm- Students released  
 Office Hours 7:30 am to 3:00 pm

**Tuesday – Friday:**

Breakfast and Supervision begin at 7:40 am  
 Building Opens 7:50 am  
 First Bell rings at 7:55 am  
 Tardy Bell rings at 8:00 am  
 Dismissal Bell rings at 2:25 pm – Students released  
 Office Hours 7:30 am -3:00 pm

**LUNCHES & RECESSES**

	AM Recess	Lunch/Recess	PM Recess	Monday Recess
<b>KG</b>		10:10-10:50	12:30-12:45	12:50-1:00
<b>1st</b>		10:35-11:15	12:30-12:45	12:30-12:45
<b>2nd</b>	9:45-10:00	11:05-11:45		12:30-12:45
<b>3rd</b>	10:00-10:15	11:30-12:10		1:05-1:20
<b>4th</b>	10:00-10:15	11:50-12:30		1:05-1:20

### ACADEMIC GOALS & EXPECTATIONS

Columbia Elementary staff have made a commitment to the academic success of each and every one of our students. This year and every year we will do all we can to make sure that ALL our students are meeting state standards or are making substantial gains in achievement and closing the achievement gap.

We have developed a school improvement plan to help guide our efforts to improve student achievement. This plan includes reviewing research and best practices, organizing systematic interventions for struggling students, implementing regular classroom assessments to monitor student progress, designing a positive and proactive behavior management system, and increasing parent involvement and participation in school activities.

Our Monday late start collaboration time will be spent working on our academic goals for Reading, Writing and Mathematics as well as our behavior management system. If you have questions about our school improvement plan please ask your child's teacher or our school principal, Jen Havig.

### SIGNING IN & VISITOR BADGES

The staff at Columbia Elementary strongly encourages parents to be involved in their children's education and invite you to visit us. Numerous parent volunteers are needed. We want everyone to feel welcome at our school and ask you to participate in your child's education. Signs are posted around the school to remind visitors to check-in at the office when you arrive on campus. You will sign in at the office by showing your ID and you will be given a visitor badge. We ask you to wear the badge while you are on campus. In order to protect valuable instructional time, parents may be limited from visiting classrooms during school hours. When you are leaving the school, please return to the office and sign-out. **Please understand that you will be asked to show your ID each time you sign in or are picking up your student. This is to ensure student and staff safety.**

### VISITING VS. VOLUNTEERING

In order to protect valuable instructional time, parents may be limited from visiting classrooms during school hours. If you feel a classroom observation is necessary please contact your building administrator.

A **visitor** is someone who is going to a classroom and coming back and will have minimal contact with students. Examples would be a parent dropping their student

off at their class, or a family member dropping off cupcakes at their student's classroom. A visitor is not staying in the classroom.

A **volunteer** is anyone who has more than passing contact with students. A volunteer needs to fill out the volunteer form which will include taking a copy of their driver's license.

### **FOR PARENTS**

The Woodland Public Schools believes that an involved and concerned parent is the greatest asset a child can have. A parent is a child's first, closest and most important teacher. We encourage parents to participate in some of the following activities with their children.

**Partner with your child's teacher.** Take advantage of communication materials sent home with your child. Call or write notes to your child's teacher concerning questions you have.

**Read with your child daily.** Have your child read to you. Remember that there are many ways to reinforce reading skills. For example, reading maps, grocery lists, recipes, directions for models, patterns, games, informational brochures, etc. Take advantage of classroom reading programs your child's teacher partners with you on.

**Encourage your child to write at home.** Letters to friends and relatives, grocery lists, new endings for TV shows watched or books read, stories about trips taken and places visited, and parent/child authored stories with illustrations are all excellent ways to encourage your child to write.

**Talk with your child.** The greater a child's speaking vocabulary, the easier learning to read will be. This simple act also lets your child know you are interested in them and their world.

**Share places and events with your child.** There are many interesting places to go in the Woodland area, such as: Hulda Klager Lilac Gardens, Holland America Bulb Farm, Cedar Creek Grist Mill, Washington State Fish Hatchery, Ape Caves, Mt. St. Helens Interpretive Center, Ft. Vancouver National Park & Interpretive Center, Pearson Air Park, the airport, the public library, the post office, the fire station, and local farms.

**Play games with your child.** There are many excellent educational and inexpensive games for children that reinforce reading, thinking, and math skills. Some of them include Boggle, Spill and Spell, MasterMind, Scrabble, Yahtzee, and Concentration.

**Above all, give your child the gift of time, your time. There is no substitute!**

## **GENERAL INFORMATION**

### **VOLUNTEER PROGRAM**

Volunteers play an important role in the success of our school by providing an extra set of hands, helping increase community support for schools, and giving teachers more time to concentrate on instruction. All volunteers must complete a Background Check form. These forms can be found at the front office or at the Woodland District Office. Background checks are good for one year and must be resubmitted every school year. Please coordinate with your child's teacher to determine the times you are needed in the classroom.

### **Electronic Devices, Toys And Other Personal Property**

#### **CELL PHONES + PERSONAL ELECTRONIC DEVICES**

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

Toys should not be brought to school unless your child has prior teacher permission for a special presentation. Toys often interfere with teaching and learning. The school is not responsible for lost, stolen, or damaged electronic devices, toys, or other personal property. Toys may be taken by the teacher or principal and held until the end of the day.

### **PETS ON CAMPUS**

Because of the number of students with allergies or asthma and the possibility of disease transmission, pets at school are discouraged. Prior approval from the principal must occur if a student or staff wants to bring a pet to school for a curriculum-related event.

### **LOST AND FOUND**

Please label your child's belongings (jacket, gloves, lunchbox, sweaters, etc.) with their first and last names. Mid-year and at the end of the school year, unclaimed items are donated to a charitable organization. Please encourage your child to check the Lost and Found section in the foyer for missing items.

### **PARTIES/BIRTHDAYS**

If your child wishes to celebrate their birthday at school, please talk to your child's teacher in advance of the day. To avoid hurt feelings, handing out birthday invitations at school is discouraged. Please check with your child's teacher regarding their specific rules and any student allergies. Personal deliveries brought to school for students will be delivered at the end of the school day to avoid unnecessary distractions in the classroom. Treats must be **store-bought**. Balloons are not allowed on buses.

### **PLAYGROUND SUPERVISION**

The playground area is unsupervised after school hours (2:25 pm). Do not allow children to return to the playground areas without adult supervision.

### **AFTER SCHOOL CLUBS**

Columbia Elementary may provide after school clubs at no cost to families. Clubs can be once or twice a week and usually last an hour. Flyers will come home with information and sign ups. Students that choose to participate in after school clubs are expected to exhibit appropriate behavior, positive sportsmanship and perform at an academic level that is appropriate to the individual student. Failure to follow these guidelines may result in the suspension of privileges to participate.

### **STUDENT DRESS**

Students and their parents have the primary responsibility for determining if student attire is within the guidelines established. Dress or appearance that has the potential for causing disruption is not permitted. The principal or his/her designee will have the final decision as to the potential for disruption at school, and the requirement that the attire be changed. Students wearing inappropriate attire may be sent home to change. Students will be warned of improper dress and then given a minor referral for each subsequent infraction.

- Clothing or accessories that advertise, promote or depict alcohol, tobacco, illegal drugs, display of profanity, vulgarity, or sexual innuendo are not appropriate for school. Students should not wear clothing that is excessively

revealing. Tube tops, halter tops, tank tops with straps that are narrower than one inch are not allowed. Any attire that exposes a student's midriff or has excessive holes or holes in revealing locations are not permitted.

- Shorts and skirts are permitted, but may be no shorter than the extended reach of the student's fingertips.
- For safety and health concerns, students must wear appropriate footwear at all times at school. Flip-flops are not appropriate for school.
- Hats and hoods are acceptable school attire but staff may ask students to remove a hat or hoodie in the building
- No sunglasses to be worn inside the classroom
- No cosmetics or face paint; with the exception of special dress up days announced by the office
- No artificial nails or excessive jewelry

### **CLASSROOM INTERRUPTIONS AND OBSERVATIONS**

Classroom interruptions are discouraged at school. We strongly believe they interfere with the learning process of all students. In order to protect valuable instructional time, parents may be limited from visiting classrooms during school hours. Requests by parents to observe in the classroom need prior approval from the principal.

### **CHANGE OF PHONE NUMBERS AND ADDRESSES**

It is very important that the school has current phone numbers of parents, guardians, and emergency contacts. If you or one of your contacts changes, (phone numbers or addresses at home or at work), please let the office know immediately.

### **TRANSPORTATION CHANGES**

Please send a signed note to school if your child rides a bus or is a pick-up and you plan to change his/her routine for that particular day. Students will be sent home via normal transportation if the homeroom teacher does not have a written note from a parent or guardian. The office will take transportation change notes until **1:25 PM**. Please contact the office directly instead of the teacher. Often teachers are busy with classroom instruction or may have a substitute and will not receive the message.

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

### **AFTER SCHOOL PICK-UP**

Students are to leave school promptly at the end of the school day to their normal destination. The school must have a written permission or Talking Points text from a parent/legal guardian to allow the student to go to a different destination. If parents choose to pick up students after school they may park in the parking lot and walk to the parent designated pick up spot at the east wing of the front building. Parents in the vehicle pick-up line are not allowed to leave their vehicles when in the car pick-up line and must follow the supervision of the designated traffic coordinators, safely moving through the line. Parents are not to approach the bus lines, but instead go to the office if they need their child pulled off the bus. Thank you for helping us keep your children safe during end of the day transitions.

### **TOBACCO & VAPE USE**

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

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

### **BUS TRANSPORTATION**

All busing is provided by KWRL. Please contact them with questions regarding routes or issues arising on the bus, (360) 841-2023.

<p><b>BUS TRANSPORTATION IS A PRIVILEGE. ABUSE COULD RESULT IN LOSING IT.</b></p>
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Because of the importance of safety, the KWRL School Transportation Cooperative takes precautions each year to see that students and their families become familiar with the school district's rules for riding school buses.

1. Students shall obey the directions of the bus driver at all times. The bus is an extension of the classroom and thus all items and behaviors banned in the classroom shall also be banned on the school bus.
2. In the event of an actual emergency, students must follow emergency exit procedures as established by emergency exit drills which are discussed and practiced each year.
3. Students shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities to do otherwise.
4. No student shall be permitted to leave the bus, except at the regular stop, unless permission to change is given by school authorities.
5. Each student may be assigned a seat in which they will be seated at all times, unless permission to change is given by the bus driver.
6. Students shall: (1) sit properly in seat, (2) not throw anything on the bus, (3) keep their hands to themselves, (4) be courteous to other passengers (5) maintain reasonable classroom volumes (6) keep the aisles clear at all times (7) remain seated at all times and until the bus comes to a complete stop.
7. Students are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor. Eating on the school bus for home to school and school to home routes is not allowed without the permission of the driver.
8. No student shall smoke, light matches or lighters, or use any type of flame, sparking or exploding device on the school bus.
9. Students shall not have in their possession any substance banned by the school such as tobacco, alcoholic beverage, marijuana, narcotics, stimulant drugs, drug paraphernalia, or any over the counter drug that is used outside of the normal and customary guidelines for that drug.
10. Any item that causes disruption or distraction to the driver such as, but not limited to, electronic devices may be confiscated.
11. Windows shall not be opened without the permission of the driver. No student shall at any time extend any body part out of the windows whether the school bus is in motion or standing still. Students must not throw anything out the windows.
12. Students must see that they have nothing in their possession that may cause injury to themselves or another, such as banned weapons, sticks, breakable containers, balloons, straps, or pins extending from their clothing. No animals other than service animals are allowed on the bus.
13. Scented products such as perfume, cologne, deodorant or any aerosol devices may not be discharged on the bus.
14. Skateboards, folding scooters and bikes are not to be brought on the bus.

15. Consistent with school district policies, bullying or harassing behavior will not be allowed or tolerated on the school bus.
16. School projects that cannot be placed in a backpack or safely secured may not be transported on the bus. Music instruments are allowed but must be placed safely in the same seat compartment as the student owner
17. No students shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver while the bus is in motion
18. Students shall leave the bus in an orderly manner. They must not cross the highway without verifying that it is safe to proceed and until given consent by the driver. When boarding or leaving the bus, students must be in view of the driver at all times. Students shall cross the highway only in front of the school bus and never behind.
19. Students must arrive at the bus stop on time (at least 5 minutes before the bus arrives) and must not stand or play on the roadway while waiting for the bus to arrive.
20. Self-discipline should be exercised by the students at the bus-loading area. Students will refrain from pushing and shoving other passengers or engaging in other unsafe activities.
21. Students who have to walk some distance to the bus-loading zone must walk, where practicable, on the left-hand side facing the oncoming traffic. This will also apply to students leaving the bus-loading zone in the evening.
22. Students are not to run errands between the bus stops and home. (For example, students running behind a bus to cross a busy street to get mail create an extremely dangerous situation.)
23. The school district will be reimbursed by parents or the student for damage to school buses resulting from student misconduct.
24. Failure to abide by these rules may result in the loss of bus riding privileges.
25. Parents are reminded that cars and other motor vehicles must stop for school buses loading and unloading children when the bus's stop sign is out and the bus's red lights are flashing. Please help us by reporting violators and by talking to your student about why it is important for all to practice safe driving techniques...especially when children are present.

(Revised May 2017)

The school bus is an extension of the classroom and each student is subject to the progressive discipline policies defined by the respective district. Please refer to the

student handbook. If a disciplinary problem should occur, the normal order of disciplinary action could be as follows:

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

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

#### KWRL Electronic Telecommunication Devices

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

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

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

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

### **Transportation of Unsafe Articles**

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

WAC 392-145-020(7)

### **Rules for School Bus Drivers**

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

### **Emergency Suspensions**

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

### **BUS RIDING GUIDELINES**

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

### **ADMINISTERING OF MEDICINE BY SCHOOL STAFF**

No medications (prescription or over-the-counter) may be administered by school staff members unless the appropriate form has been completed by the doctor and the form is sent to the school with the medication in its original package, with patient information attached if applicable. The school nurse must have all appropriate medical documents signed and on file before medications will be administered.

### **CHANGE OF PHONE NUMBERS AND ADDRESSES**

It is very important that the school has current phone numbers of parents, guardians, and emergency contacts. If you or one of your contacts changes, (phone numbers or addresses at home or at work), please let the office know immediately.

### **FREE AND REDUCED MEAL POLICY**

Columbia Elementary students will be receiving **NO COST MEALS** - breakfast & lunch through the Community Eligibility Provision - House Bill 1238. Your student's meal will be free and extra A La Carte items will be at the regular cost.

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

#### **Lunch Charges for A La Carte Items**

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

#### **K-8 Negative Food Service Balance Procedure**

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

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

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

Example 1: milk

Example 2: slice of pizza

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

Example 1: Milk, Pizza, and Apple

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

### **DISTRICT DISCIPLINE POLICY**

Parents should be familiar with our District's Discipline Policy for all school sites. Please review Student Conduct Policy, Board Policy 3240 and 3241.

### **COLUMBIA ELEMENTARY ATTENDANCE POLICY**

## **ATTENDANCE POLICY**

### **School Policies and State Laws**

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. Woodland School District is required to take daily attendance and notify you when your student has an unexcused absence.

**Parents/Guardian's have 5 school days to notify the school for an absence to be excused. If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify any barriers and to explore supports available to ensure regular attendance.** The district is obligated to develop a plan that requires an assessment to determine how to best meet the needs of your student and reduce absenteeism.

**After five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at**

**a mutually agreeable, reasonable time with our Student Engagement Coordinator, to identify any barriers and the supports available to you and your student.** A conference is not required if your student has provided a doctor’s note or pre-arranged the absence in writing and the parent, student and school have made a plan so your student does not fall behind academically. If your student has an Individualized Education Program or a 504 Plan the team that created the plan needs to reconvene.

**How to Excuse an Absence:**

Absence Notification	Number of Absences		
	1-10	11-15	16 or more
No Communication	Unexcused	Unexcused	Unexcused
Phone Call	Excused	Unexcused	Unexcused
In-person	Excused	Unexcused	Unexcused
Talking Points	Excused	Excused	Unexcused
Email	Excused	Excused	Unexcused
Pre-arranged absence form (signed)	Excused	Excused	Unexcused
Doctor’s Note	Excused	Excused	Excused

**PLEASE CALL THE SCHOOL OFFICE THE SAME DAY YOUR CHILD IS ABSENT. PARENTS WILL BE TELEPHONED AT HOME AND WORK IF THEIR CHILD’S ABSENCE HAS NOT BEEN REPORTED TO THE SCHOOL OFFICE BY 9:00 AM. PARENTS/GUARDIANS HAVE 5 SCHOOL DAYS TO EXCUSE AN ABSENCE.**

**OUR PHONE SYSTEM, (360) 841-29000, WILL TAKE YOUR CALLS/MESSAGES WHEN THE OFFICE IS CLOSED OR ON ANOTHER LINE.**

**EARLY CHECK-OUTS**

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

[it](#)

**HEALTH DEPARTMENT OFFICIALS**

The principal shall permit a health official to conduct a confidential interview with a student suspected of being in contact with an individual infected with a communicable disease when the interview is to be held during school hours, and the principal chooses not to release the student to travel to the health department.

## HEALTH

### Health Room

The health room is available for students who become ill while at school or who need care for a health problem or injury. A student should stay at home if he/she feels ill or has a fever when it's time to leave for school. If a student needs to go home, the parent or emergency contact will be contacted by the school.

### Injuries

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

### Medication

School personnel are not allowed to give students any medicine, including over the counter medication. Written permission by parent/guardian AND signature authorization by doctor is required when medicine is needed at school. Medicine must be transported to and/or picked up by parents/guardians. Students may not personally transport medicine to and from school. **Medicine must be in the original container with physician's instructions.** Forms for "Student Authorization for Administration of Medication at School" can be picked up in the office. This information is kept on file in the office.

### Other Health Issues

Staff members are legally responsible for reporting all suspected cases of child abuse and neglect.

### State Health Regulations

The following chart shows the Washington State Department of Health Regulations for some of the more common diseases about which parents ask:

Chicken Pox (Varicella)	Excluded minimum of one week from appearance of eruption, and thereafter until all lesions have encrusted. No quarantine.
Cold & Flu	Children with acute colds or stomach flu should not come to school. Temperature should be normal for 24 hours before returning to school.
Conjunctivitis	(Pink Eye) Exclusion of children from school. Readmit to school upon licensed health care provider approval.
Measles	Excluded for a minimum of seven days after appearance of rash, and until all abnormal mucus secretions have disappeared. All cases must be reported to the school office.
Mumps	Isolation for a minimum of seven days and until swelling of salivary glands has subsided.

Pediculosis	(Head and body lice) Excluded from school until adequately treated. Treatment should be continued and sharing of personal articles prohibited until lice and nits are eliminated.
Ringworm	(Skin) Excluded unless adequately treated. (Scalp) Excluded until adequately treated by doctor and a statement from doctor is received at school.
Scabies	Excluded until adequately treated.
Scarlet Fever	Isolation until clinical recovery or until 24 hours after initiation of treatment.

### **GUIDELINES FOR KEEPING CHILDREN AT HOME**

School staff are required to follow these same guidelines in sending children home from school. Please make arrangements to handle these situations if the school should contact you. The school needs your CURRENT work and home telephone numbers.

#### **KEEP AT HOME ANY CHILD WITH:**

1. Nausea, vomiting and/or diarrhea.
2. An earache, ear drainage, sore throat, cough, or runny nose if the discharge is yellow or green.
3. An oral temperature over 100°. Temperature should remain normal for 24 hours before the child returns to school. A normal temperature in the morning may increase to fever by afternoon or evening. Many physicians recommend that children ages 18 or younger not be given aspirin or other salicylates during viral illnesses (e.g. flu and chickenpox), because of the possible relationship between aspirin and Reye's Syndrome. Reye's Syndrome is a life-threatening combination of symptoms which can occur after the onset of a viral illness. It is characterized by sudden persistent vomiting, change in mental status and personality, and extreme sleepiness which may progress to coma. Reye's Syndrome requires immediate medical attention. Please call your health care provider if you have any questions.
4. A headache and/or stomachache in combination with other symptoms (for example, cough or sore throat). Headaches and stomachaches can indicate the child is getting sick. If it is a single complaint, use your best judgment.
5. A skin rash, including scabies and impetigo. A child may return to school after proper treatment.
6. Conjunctivitis (pink eye) including watery, matted eyes (since children's eyes are commonly matted shut in the morning and/or after naps that alone is not necessarily an indication of conjunctivitis).

7. A communicable disease including rubella, measles, mumps, chickenpox, head lice, etc.

**A child with a parent request to be kept in from recess or from participation in physical education is too ill to be in school.** Please remember that children are in close contact with each other at school. If children are kept home when the first signs of illness appear, it helps prevent the spread of that illness to other children in the classroom. Your child will recover more quickly if he/she gets rest and proper care early in the illness.

If your child's illness persists or you have any questions or concerns call your healthcare provider.

If your child needs to be excused from PE or recess because of an injury, a note from their health provider must be provided to the school.

When a student is injured at school, it should be reported to the teacher the same day the incident occurs. Students should report any unsafe (physical) conditions as soon as possible.

## **EMERGENCY PROCEDURES**

### **Fire Drills and Other Emergencies**

Periodically, emergency drills will be held at school. All students will leave the classroom/building by pre-assigned exits. Students are expected to clear the building in a quiet, orderly manner, so that further instruction from school personnel may be given. In case of an earthquake or extreme wind, students will take cover under desks away from windows.

### **Emergency School Closure**

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

During severe weather, school may be canceled, start late, or be dismissed early. In addition to the Woodland Public Schools website, [www.woodlandschools.org](http://www.woodlandschools.org), the following radio stations broadcast school closure announcements:

**Radio Stations**

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

**T.V. Stations**

KATU-Ch.2	KOIN-Ch.6	KGW-Ch.8	KPTV-Ch.12
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# STANDARD RESPONSE PROTOCOL

## INFORMATION FOR PARENTS AND GUARDIANS

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

### COMMON LANGUAGE

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

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

## HOLD

"In Your Classroom or Area"

**Students** are trained to:

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

**Adults and staff** are trained to:

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



## SECURE

"Get Inside. Lock outside doors"

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:

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



## LOCKDOWN

"Locks, Lights, Out of Sight"

**Students** are trained to:

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

**Adults and staff** are trained to:

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



## EVACUATE

"To a Location"

**Students** are trained to:

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

**Adults and staff** are trained to:

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



## SHELTER

"State Hazard and Safety Strategy"

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

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

**Students** are trained in:

- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:

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





# STANDARD RESPONSE PROTOCOL

## PARENT GUIDANCE

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

## SECURE

**"Get Inside. Lock outside doors"**



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

### SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

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

### WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

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

### WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

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

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

## LOCKDOWN

**"Locks, Lights, Out of Sight"**



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

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

### SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

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

### SHOULD PARENTS TEXT THEIR STUDENTS?

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

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

### WHAT ABOUT UNANNOUNCED DRILLS?

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

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

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



## CUSTODY CONCERNS

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

**Source Reference: Woodland Board Policy #3126**

We request that a custodial parent or guardian sign all permission slips and school forms. In the event that a child is to leave school before the end of the school day, it is requested that the custodial parent or guardian call the school in advance to specify who will be accompanying the child. **All children who are leaving the school grounds during the school day must be signed out in the main office. Any person picking up the student will be required to show ID before the student will be called to the office every time you come to the office.**

In the absence of any official documentation restricting access, both custodial and non-custodial parents and guardians may request joint or individual school conferences with teachers or other school staff members. If duplicate copies of school newsletters, announcements or other communications are requested, you must register with the office to receive such mailings. With advance notice, the school is happy to provide additional supplies for students to make extra projects for Mother’s Day, Father’s Day, etc.

## COMMUNITY AGENCIES

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

### **LAW ENFORCEMENT AGENCIES**

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

### **CHILD PROTECTIVE AGENCIES**

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

**Community Agencies**

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

**Cowlitz County**

Al-Anon	(360) 423-2520
Caring Pregnancy Center	(360) 636-3333
Cowlitz County Sheriff’s Department 577-3092	(360)
Domestic Violence Hotline	(800) 562-6025
Emergency Support Shelter	(360) 636-8471
Family Planning Clinic	(888) 875-7820
Woodland Police Department	(360) 225-6965
Columbia Wellness	(360) 425-5380
Narcotics Anonymous	(360) 703-0120
St. John’s Psychiatric Unit	(360) 636-4836
Wahkiakum Mental Health	(360) 795-8630
Woodland Community Service Center	(360) 225-9998

**Clark County**

Alcoholics Anonymous	(360) 694-3870
Al-Anon	(360) 693-5781

**Community Resources**

Community Drug & Alcohol Center (Assessment, Referral, Support)	(360) 363-5044
Behavioral Health – S.W. Washington Medical Center (Assessment and Treatment)	(360) 696-5353
Recovery Northwest (Assessment and Treatment)	(360) 695-1297
Crisis Line	(360) 696-9560
Alcohol/Detox Center	(360) 696-1631
Suicide Crisis Line	(360) 696-9560 or
	or 988 or (800) 626-8137
Crisis Pregnancy Center	(360) 699-5433

## **CONFIDENTIALITY-FERPA**

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

- Inspect and review the student's education records;
- Seek to amend the student's education records;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see Releasing Information below); and
- File a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of the act.

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

## **RELEASING INFORMATION**

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

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

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

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

## **PUPIL RIGHTS-PPRA**

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

- Consent before students participate in a survey that concerns one or more of the protected areas: political affiliations or beliefs; mental or psychological problems; sex behaviors or attitudes; illegal, anti-social or self-incriminating behavior; legally recognized privileged relationships; religious practices, affiliations or beliefs; and income, other than required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of any other protected information survey; any non-emergency, invasive physical exam or screening required as a condition of attendance, except for those required under state law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing.
- Inspect upon request and before administration of use any protected information surveys of students; instruments used to collect personal information from students for any marketing, sales or distribution purposes; and instructional material used as part of the educational curriculum.

## **PUBLIC RECORDS**

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

## **LEGISLATION REGARDING MILITARY RECRUITERS**

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

## **CHILD IDENTIFICATION PROCEDURES**

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

### **DRUG-FREE SCHOOLS**

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

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

To ensure the safety, health and well-being of all students, the district is committed to a program that emphasizes drug and alcohol abuse prevention, intervention, aftercare support and necessary corrective actions. While the primary obligation to seek assistance rests with the student and his/her parent(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program. The district shall seek the support and cooperation of public and private agencies as necessary.

### **NON-DISCRIMINATION/TITLE IX**

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

### **SEXUAL HARRASSMENT & BULLYING**

The District and School Board recognize their responsibility to provide a working environment for employees and a learning environment for students that is free from all types of discrimination, including sexual harassment and bullying. Sexual harassment is illegal, and procedures have been developed that provide for receiving and investigating a complaint from any staff member or student. To make a confidential report, contact the school office.

### **TEACHER QUALIFICATIONS**

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

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

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

### **SPECIAL EDUCATION FUNDING**

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

### **CHILD ABUSE PREVENTION**

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

### **MCKINNEY VENTO ACT**

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

### **EVERY CHILD SUCCEEDS ACT**

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

### **INDIVIDUALS WITH DISABILITIES EDUCATION ACT**

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

### **ASBESTOS PLAN**

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

### **PESTICIDES**

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

### **MENINGOCOCCAL DISEASE**

State law requires schools to provide meningococcal information to parents and students in grades 6-12. Meningococcal disease, commonly known as meningococcal meningitis, strikes up to 3,000 adolescents and adults in the U.S. each year. A vaccine is available and it can help protect against up to 83% of the disease cases occurring among adolescents and young adults. Vaccination is not required for school attendance. For additional information, see the following web site: National Meningitis Association <http://www.nmaus.org/programs/pta/index.htm>

### **HARASSMENT, INTIMIDATION AND BULLYING, SEXUAL HARASSMENT, DISCRIMINATION AND CIVIL RIGHTS**

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

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

#### What is HIB?

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

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

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

#### How can I make a report or complaint about HIB?

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

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer Jake Hall, 800 Second St. Woodland, WA 98674, hallj@woodlandschools.org, (360) 841-2725 that supports prevention and response to HIB.

#### What happens after I make a report about HIB?

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

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

#### What is the investigation process?

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

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

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

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

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

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

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

#### Our School Stands Against Discrimination

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

### What is discriminatory harassment?

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

### **Nondiscrimination Statement**

Woodland Public School District does not discriminate in any programs or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, immigration or citizenship status, age, veteran or military status, sexual orientation, gender expression, gender identity, homelessness, disability, neurodivergence, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

- Vicky Barnes, Title IX Officer, Civil Right Coordinator, Gender Inclusive Officer, and Affirmative Action Officer, 800 Second St. Woodland, WA 98674, [barnesv@woodlandschools.org](mailto:barnesv@woodlandschools.org), (360) 841-2702
- Jake Hall, 504 Coordinator, Harassment, Intimidation and Bullying Compliance Officer, 800 Second St. Woodland, WA 98674, [hallj@woodlandschools.org](mailto:hallj@woodlandschools.org), (360) 841-2725

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online at [www.woodlandschools.org](http://www.woodlandschools.org). You can also make a complaint with the Office for Civil Rights, U.S. Department of Education, 206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P visit Policies and Procedures.

### What is sexual harassment?

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

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

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

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit Policies and Procedures.

### What should my school do about discriminatory and sexual harassment?

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

### What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Vicky Barnes, [barnesv@woodlandschools.org](mailto:barnesv@woodlandschools.org), (360) 841-2702

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Vicky Barnes, [barnesv@woodlandschools.org](mailto:barnesv@woodlandschools.org), (360) 841-2702

Concerns about disability discrimination:

Section 504 Coordinator: Jake Hall, 800 Second St. Woodland, WA 98674, [hallj@woodlandschools.org](mailto:hallj@woodlandschools.org), (360) 841-2725

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Vicky Barnes, [barnesv@woodlandschools.org](mailto:barnesv@woodlandschools.org), (360) 841-2702

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

#### What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and a thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

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

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

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

If you do not agree with the outcome of your complaint, you may appeal the disagrees with the written decision of the superintendent or designee, the complainant may appeal the decision to the district's Board of Directors by filing a written notice of appeal with the superintendent within ten (10) calendar days following the date upon which the complainant received the response, then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

#### I already submitted an HIB complaint – what will my school do?

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

#### Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI) All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the

HIB complaint process, and the discrimination and sexual harassment complaint processes.

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

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

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

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

Washington State Governor's Office of the Education Ombuds (OEO)

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

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

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

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

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

### Our School is Gender-Inclusive

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

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

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit Policies and Procedures.

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