

Woodland Primary School

Parent Handbook

2017 - 2018



600 Bozarth Avenue
Woodland, WA 98674
Ingrid Colvard, Principal
(360) 841-2900

DIRECTORY OF SCHOOL PERSONNEL

BOARD OF DIRECTORS

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Audrey Frazier	K
Anahisse Hodge	K
Katie Murphy	K
Lauren Schmick	K
Darren Sheaffer	K
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Sarah Williams	K
Kim Bearden	1
Heather Boop	1
Teresa Burns	1
Andrea Edwards	1
Sandi George	1
Ashley Kleinschmidt	1
Michelle O'Flynn	1
Amy Rich	1
Melody Adams	Primary Learning Center
Candra Foss	Tech
Patty Morgan	SPED Preschool
Cheryl Nesbitt	PE
Madison Fraser	Art/Music

ADDITIONAL STAFF

Arick Branen	School Psychologist
Spring Dowse	Social Worker
Shae Lindsay	Library
Shelby Linnemeyer	Speech Pathologist
Channtell Miller	District Nurse
Felicity Ottis	Occupational Therapist
Lorie Vogel	Learning Support
Milagros Wells	ELL Comm. Outreach

SUPPORT STAFF

Emily Alderman	Health Room
Vanessa Alejo	Student Support
Sandra Brill	ELS
Collette Calvillo	Instruction
Gail Cash	Instruction
Lori Cline	Building Secretary
Tammy Cohn	DLS
Keitra Curnutt	Preschool
Tiffany Cusick	DLS
Suzy Davis	Instruction
Sheryl Derrick	Custodial
Jordan Durr	DLS
Ericka Fechtner	DLS
Cristina Forgey	Kitchen
Tina Foster	Instruction
Tarico Hampton	Custodial
Dale Hillman	ELL
Hailey Landon	DLS
Amy Leifson	DLS
Candice Littleman	ELL
Tammy Ludwigs	Instruction
Judi Lute	Kitchen
Nicole Metteer	DLS
Cheryl Moir	Instruction
Anna Moran	Instruction
Kathi Netland	Instruction
Pat Nickols	Instruction
Marilyn Paul	DLS
Dana Ramey	Instruction
Amy Summers	Preschool
Jolene Thompson	Instruction
Shannon Tracy	Preschool
Tiffany Wear	Student Support
Teresa Young	Administrative Secretary

**WOODLAND PRIMARY SCHOOL
ACADEMIC CALENDAR
2017-2018**

August 30	Open House/Drop In, Drop Off 5:00 - 6:30pm
September 5	First Day of School
October 9	No School – Staff Planning Day
October 13	Picture Day
November 16-21	K-8 Parent Conferences Early Release 12:20pm
November 16	Picture Retake Day
November 10	No School – Veterans Day
November 22	No School
November 23-24	No School – Thanksgiving Break
December 18-January 1	No School – Winter Break
January 2	School Resumes
January 15	No School – Martin Luther King Day
February 2	No School - Semester Break
February 16	Snow Make Up Day
February 19	No School – President’s Day
March 9	No School - Staff Planning Day
March 27-30	K-12 Parent Conferences Early Release 12:20pm
April 2-6	No School – Spring Break
April 30	No School - Staff Planning Day
May 25	Snow Make Up Day
May 28	No School – Memorial Day
June 21-22	K-12 Early Release WPS – 12:20pm
June 22	Last Day of School – Progress Reports Early Release WPS – 12:20pm

Table of Contents

Code of Conduct, School Vision, Bell Schedule	2
Visitors	3
For Parents	3
Volunteer Program	3
Serious School Violations	4
Non-School Items	4
Playground	4
Pets on Campus	4
Telephones	4
Parties	4
Student Dress	4-5
Bus Transportation	5-6
Administration of Medicine	6
Early Check-Out	7
Transportation Changes	7
Change of Phone Number or Address	7
Lunch Program / Free & Reduced Meal Policy	7
Attendance Policy	7-8
Health	8-9
Guidelines for keeping child at home	10
Directory of Community Agencies	10-11
Fire Drills and Other Emergencies	11
Emergency School Closure & Procedures	11-12
Custody Concerns	12
Community Agencies	13
Notifications	14-15

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.

BELL SCHEDULE

Mondays: Playground supervised at 9:35 am
First Bell rings at 10:00 am – Building Opens
Tardy Bell rings at 10:05 am – School Begins
Dismissal Bell rings at 3:20 pm – students released
Office Open 9:30am - 4:00pm

Tuesday – Friday: Playground supervised at 8:20 am
First Bell rings at 8:45 am – Building Opens
Tardy Bell rings at 8:50 am – School Begins
Dismissal Bell rings at 3:20 pm – Students released
Office Open 8:15am - 4:00pm

SIGNING IN & VISITOR BADGES

The staff at Woodland Primary 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 and 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. This is to ensure student and staff safety.

FOR PARENTS

The Woodland School District 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, Master Mind, Scrabble, Yahtzee, and Concentration.

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

VOLUNTEER PROGRAM

Volunteers play an important role in the success of our school by providing an extra set of hand, 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.

SERIOUS SCHOOL VIOLATIONS

Woodland Schools have very strict rules and policies governing student possession of weapons, alcohol, drugs, bomb threats or controlled substances. No student shall manufacture, distribute, dispense, possess or use any alcoholic beverage, drug or drug paraphernalia on school property. Any medication students are prescribed to use must be presented to the school nurse with a doctor's order. Students who break these rules are most likely to be suspended from school. Pocket knives are treated as weapons and may result in suspension from school. For further discipline and behavior policies and procedures see the PBIS handbook.

NON-SCHOOL ITEMS

Children often will give away, lose, or have taken from them items that parents and school staff do not want brought to school. Valuable items should be left at home. Students should not bring the following items to school:

- A. Toys, games, dolls or stuffed animals
- B. Electronic games, radios, MP3 players, iPods, iPads, etc.
- C. Items of value
- D. Trading cards, stickers, candy or gum
- E. Extra money for the cafeteria should be presented to the teacher or office upon arrival to school.

PLAYGROUND SAFETY

The playground areas at Woodland Primary and Intermediate are unsupervised after school hours (WIS 2:55PM, WPS 3:20 pm). Do not allow children to return to playground areas without adult supervision.

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.

PARTIES

Classes are not allowed to have parties, as such, but sometimes events around holidays and end-of-year are celebrated with in-class refreshments. We are asking our teachers to follow the state guidelines when offering snacks and treats in the classrooms. Birthday parties for individual students are not allowed. Please do not bring balloons or flowers to be delivered to the classroom. They are a distraction to other students in the classroom.

STUDENT DRESS

Students should dress appropriately for the weather and in good taste. Clothing with profanity, vulgarity or inappropriate symbols is prohibited. Shoes must be worn at all times. Shoes with cleats, wheels or rollers are not permitted. Students shall wear tops and shirts that reach the waist. Hats are not permitted inside the school building. Student apparel must cover all undergarments. Sagging pants are not considered appropriate school attire.

Students will be warned of improper dress and then given a minor referral for each subsequent infraction. Parents will be notified of dress code violations and could be asked to bring appropriate clothes to school for their child.

BUS TRANSPORTATION

All busing is provided by KWRL. Please contact them with questions regarding routes or issues arising on the bus, (360) 225-8075.

BUS TRANSPORTATION IS A PRIVILEGE. ABUSE COULD RESULT IN LOSING IT.

These rules and regulations were prepared by the State Superintendent of Public Instruction, with the advice of the Chief of the Washington State Patrol and the State Director of Highways, and apply to all public school buses operating in the State of Washington.

1. The driver is in full charge of the bus and students. The students must obey the driver promptly and willingly.
2. Students shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities.
3. Outside of ordinary conversation, classroom conduct must be observed.
4. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing refuse out of the windows. No pupil shall open a window on the school bus without first getting permission from the school bus driver.
5. No pupil shall at any time extend his or her hands, head, or arms out of the window whether the school bus is in motion or standing still.
6. Pupils are to remain seated while bus is in motion and are not to get on or off until the bus has come to a full stop.
7. Pupils must leave the bus in an orderly manner and must obey the orders of the School Safety Patrol Staff on bus duty. They **MUST NOT** cross the highway until given consent.
8. Pupils must cross the highway **ONLY** in front of the school bus.
9. Pupils must not at any time ride on the outside of the bus.
10. Pupils who have to walk for some distance along the highway to the bus loading zone must walk on the left-hand side facing the oncoming traffic. This will also apply to pupils leaving the bus loading zone in the evening.
11. Pupils must not stand or play in the roadway while waiting for the bus.
12. Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, any type of firearms, straps, or pins extending from their clothing.

13. Each pupil must see that his/her books and belongings are kept out of the aisle.
14. No pupil will be allowed to talk to the driver more than is necessary.
15. No pupil shall sit in the driver's seat, nor shall any pupil sit to the left or to the right of the driver interfering with him/her in any manner.
16. No pupil will smoke or light matches on a school bus.
- 17. No balloons are allowed on the buses.**

Transportation of Unsafe Articles

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

WAC 392-145-020(7)

Rules for School Bus Drivers

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

Emergency Suspensions

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

BUS RIDING GUIDELINES

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

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.

CLASSROOM INTERRUPTIONS & VISITATIONS

Classroom interruptions are discouraged at Woodland Primary and Intermediate 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

will be discouraged due to the confidentiality of other students in the classroom as well as the overall disruption of the normal school day.

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. Students will not be taken off busses once they have boarded in the afternoon. Students will not be called from their classes to check out during the last 10 minutes of the school day unless there is an emergency.

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 written note from parent or guardian. The office will take transportation change notes until 3:00.

CHANGE OF PHONE NUMBERS AND ADDRESSES

It is very important 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 district office know immediately.

FREE AND REDUCED MEAL POLICY

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 changes incurred while applications are being processed and before applications are approved.

LUNCH CHARGES

Lunch and breakfast can be prepaid by sending cash or check to the school office. Payments can also be made online at the school website www.woodlandschools.org under the Community/Parents section – School Lunch Program. Students are given a personal keypad number to use when purchasing a meal.

2017-2018 Meal Prices

Breakfast \$1.55

Lunch \$2.40

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 ala carte * items may be charged when a student's food service account balance is in the negative. No exceptions.

*A la cart 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

-\$0.01 to -9.99 Daily robo calls home to parents/guardians.

-\$10 to -\$15 Daily robo calls home to parent/guardian. School office will send automated letter home with student weekly.

-\$15 to -\$25 Telephone call will be made by building office staff to the household confirming parent/guardian has received information about negative lunch balance. Daily robo calls will continue. Weekly letter mailed home from school office addressed to the parent/guardian of the student.

Over -\$25 Negative account balances over -\$25.00 will be escalated to the Business Services office. A formal letter will be sent home from Business Services with a copy of the students Food Service Statement along with a Free & Reduced lunch application. Weekly letters mailed home from school office addressed to the parent/guardian of the student. Daily robo calls will continue.

Over - \$35 Urgent notification letters will be sent to the home by certified mail from the Business Services office requesting that the account balance be paid in full or payment arrangements are made. Weekly letters mailed home from school office addressed to the parent/guardian of the student. Daily robo calls with continue.

K-8 Negative Food Service Balance Collections Process: A statement will be mailed to the parent/guardian of all K-8 students with negative balances equal to or greater than -\$25.00 at the end of the school year requesting immediate payment. If payment arrangements are not made within 30 days, the negative account balance will be sent to Fairway Collections. Balances under -\$25.00 will roll over to the next school year. Any K-12 student with a negative food service balance who is no longer enrolled in Woodland Public Schools will have a grace period of 30 days from the end of the school year date to make payment before the account will be sent to Fairway Collections regardless of the dollar amount.

WOODLAND PRIMARY ATTENDANCE POLICY

The "Becca Bill" is legislation that monitors truancy and requires school districts to respond to chronic truancy early. The school shall notify a student's parents/guardian in writing or by telephone when a student has acquired one unexcused absence. Five or more unexcused absences, or ten or more excused absences in a school year, will require a conference with the building principal or their designee unless we receive a doctors note, the absences were prearranged or there is an academic plan. Parents are also notified by mail or telephone when their child accumulates 10 or more absences.

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The result of a legislative act in the 1995 session is the "Becca Bill". This legislation deals with truancy and requires school districts to respond to chronic truancy earlier. If your child has been absent from school, or intends to be absent, please notify the school by telephone or in writing.

Attendance

Students are required to attend school regularly.

Excused/Unexcused Absences

If your child has been absent from school, or intends to be absent, please notify the school office by telephone or in writing. The Woodland School District permits **excused absences for the following reasons only:**

- Participation in a school-approved activity.
- Absence due to illness, health condition, family emergency or religious purposes.
- Absence for parental approved activities. An absence may not be approved if it causes a serious adverse effect on the student's educational progress.
- Absence resulting from disciplinary actions, such as short-term suspension.

If you wish to have work sent home in case of prolonged absence, please let the office know one week before the planned absence.

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 9:30 AM.

OUR PHONE SYSTEM (360) 841-2900 WILL TAKE YOUR CALLS/MESSAGES WHEN THE OFFICE IS CLOSED OR ON ANOTHER LINE.

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 parent/guardian. 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

Each year fifth grade students will receive vision and hearing screening.

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, and restriction to home premises until treated with prescribed medication.
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 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 judgement.
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.

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	(360) 577-3092
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 (800) 626-8137
Crisis Pregnancy Center	(360) 699-5433

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 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 W.S.D. website, 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	KGW–Ch.8	KPTV–Ch.12	KOIN–Ch.6
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CUSTODY CONCERNS

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

Source Reference: Woodland Board Policy #3126

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

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

COMMUNITY AGENCIES

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

LAW ENFORCEMENT AGENCIES

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

CHILD PROTECTIVE AGENCIES

- 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.

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 nondisclosures 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 Childfind activities for the purpose of locating, evaluating, and identifying students with a suspected disability who are residing within district boundaries. Childfind 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.

DISCRIMINATION

Woodland Public School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, 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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

- Vicky Barnes, Title IX Officer, Civil Right Coordinator, and Affirmative Action Officer, 800 Second St. Woodland, WA 98674, barnesv@woodlandschools.org, (360) 841-2702
- Jake Hall, 504 Coordinator, 800 Second St. Woodland, WA 98674, hallj@woodlandschools.org, (360) 841-2720

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 (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online. Policy No. 5010

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online. Policy 5011

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504

Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

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.

COLLEGE CREDIT PROGRAM INFORMATION

Each senior high school shall publish information annually concerning the entrance requirements and the availability of programs in the local area that lead to college credit, including classes such as advanced placement, running start, tech-prep, skill centers, college in the high school, and international baccalaureate programs. In addition, each senior high school shall enclose information of the names and contact information of other public or private entities offering such programs, including online advanced placement programs, to its students if the school has knowledge of such entities. For information on programs and offerings available to Woodland students, contact the high school counseling department.

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.

NO CHILD LEFT BEHIND ACT

In accordance with the NCLBA, 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>

The Woodland School District complies with all federal rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and opportunities. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer, Vicky Barnes, (360) 841-2700 & 504 Coordinator: Jake Hall, (360) 841-2720.