



**Student and Family Handbook
Orting Elementary School
2024-2025**

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Communication

We believe that communicating with families in the language they are comfortable with is important in preparing students for college, careers, and life.

If you need information in another language, or would like to request interpretation services for a school-related event, please contact your child's school. Front office staff have been trained to assist you. Over the phone interpretation services are available anytime through Language Line. We respectfully request two weeks notice for in-person and ASL interpretation services.

Creemos que es importante poder comunicarnos con las familias en el idioma en el que se sienten cómodas para poder preparar a los estudiantes para la vida universitaria, profesional y la vida en general.

Si necesita información en otro idioma o le gustaría solicitar el servicio de interpretación para eventos relacionados con la escuela, comuníquese o visite la escuela de su hijo. El personal de la secretaría está capacitado para asistirlo. El servicio de interpretación por teléfono está disponible en cualquier momento a través de Language Line. Le pedimos que solicite el servicio de interpretación ASL (lenguaje de señas estadounidense) y en persona con dos semanas de anticipación

نحن نؤمن أن التواصل مع الأسر باللغة التي يرتاحون معها هو أمر مهم في إعداد الطلاب لمواجهة الحياة الجامعية والمهنية والعملية.

إذا احتجت إلى معلومات بلغة أخرى أو كنت ترغب في طلب خدمات الترجمة الفورية لأي حدث متعلق بالمدرسة، فيرجى التواصل مع مدرسة طفلك أو زيارتها. لقد تم تدريب طاقم الاستقبال لمساعدتك. تتوفر خدمات الترجمة الفورية عبر الهاتف في أي وقت من خلال Language Line. نطلب منك فقط أن تقدم إشعارًا مسبقًا بأسبوعين بحاجتك إلى خدمات الترجمة الفورية الشخصية وترجمة لغة الإشارة الأمريكية.

Ми вважаємо, що спілкування із сім'ями рідною для них мовою є важливим фактором підготовки студентів до коледжів, кар'єри та життя.

Якщо ви бажаєте отримати інформацію іншою мовою або подати запит на послуги усного перекладу для участі в навчальних заходах, зв'яжіться з нами або відвідайте нашу школу. Співробітники на рецепції

пройшли підготовку та будуть раді допомогти вам. Послуга усного перекладу по телефону доступна в будь-який час на Language Line. Ми переконливо просимо повідомити про замовлення послуг усного перекладу та мови жестів за два тижні.

Non-Discrimination Notice

Orting School District provides equal opportunities in education and employment. The District does not discriminate on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

The following employees are designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Title IX/Sex Equity Officer, or Section 504/ADA Coordinator, for 28A.640 and 28A.642 RCW, in writing at 121 Whitesell Street NE Orting, WA 98360 or by telephone at 360-893-6500.

- Jennifer Westover, Executive Director for Special Services and Intervention Section 504 Coordinator 121 Whitesell St NE Orting, WA 98360 360-893-6500, ext. 233 westoverj@orting.wednet.edu
- Debi Christensen, Executive Director for Human Resources ADA Coordinator Civil Rights Compliance Coordinator Title IX/Sex Equity Officer 121 Whitesell St NE Orting, WA 98360 360-893-6500, ext. 243 christensend@orting.wednet.edu

Attendance

Every Day Counts!

Orting School District believes daily class attendance is one of the most critical indicators for being “Career Ready”. Each school is committed to providing social and emotional support to all of our students. Attendance is a critical building block for student learning. If students are not present, they cannot engage in learning. Attendance is a leading indicator of equity that signals when students might need additional support and areas for system and school improvement. Additionally, our district provides targeted supports for students in homeless situations and in foster care. For additional information about student attendance, see our district Rights and Responsibilities document.

Impact of Chronic Absenteeism

- Preschool is a great time to start building a habit of good attendance. Young children with poor attendance in preschool also lose out on valuable learning time and if chronic absence continues into kindergarten, it can impact academic achievement.
- Studies show many children who miss too many days in kindergarten and first grade can struggle academically in later years. They often have trouble mastering reading by the end of third grade.
- By middle and high school, chronic absence is a leading warning sign that a student will drop out.

To Report an Absence

To report your student's absence, you may:

Call the front office at 360-893-2248

Email oesattendance@orting.wednet.edu

Send a ParentSquare message to BOTH Jenny Grimshaw and Tyanna Coy

If you are not attending because someone is harassing, intimidating or bullying you, it has become a serious issue and it is time to enlist the assistance of an adult and report the situation to your teacher.

Please see the OES Attendance Expectations and Procedures document on page 6 for more information.



Orting Elementary School Attendance Expectations and Procedures

Washington state law requires all children between ages 8 and 18 to attend school regularly. The law requires parents or legal guardians to make sure their children are in school regularly. The law requires that students are in school, full-time, every day, unless there is a valid excuse. If a student misses school without a valid excuse, the student might be considered "truant." When a student is truant, schools have various tools they can use to partner with families to improve student attendance.

Excused absences

Absences due to any of the following reasons are considered excused, as long as a parent/guardian notifies the school through a phone call or in writing:

- Illness, health condition or medical appointment
- Family emergency
- Religious or cultural observance
- Court or judicial proceedings
- Absences related to housing stability

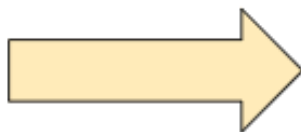
Unexcused absences

An absence is unexcused if:

- The parent/caregiver does not notify the school of the absence
- The reason for the absence does not meet the criteria for an excused absence

In order to avoid unexcused absences, please be sure to contact the main office with the reason for your student's absence.

1 unexcused absence



Counselor phone call
and/or
Attendance Letter

**3 unexcused absences in
any month**



Conference with
administrator
and/or
Attendance Letter

**5 excused absences in one
month
OR
10 excused absences in
school year**



Conference with
administrator
and /or
Attendance Letter

**7 unexcused absences in 1
month
OR
15 unexcused absences in
school year**



Community Engagement
Board
and/or
Attendance Letter

To excuse your student's absence, you may:

- Call the main office @ 360-893-2248
- Send an email to oesattendance@orting.wednet.edu
- Send a ParentSquare message to Jenny Grimshaw AND Tyanna Coy

Bell Schedule

Start Time (M-F)	Dismissal (M-Th)	Dismissal (Friday)	Dismissal (Half-day)
8:50am	3:20pm	1:50pm	11:45am

Student and Family Engagement/Support

Our family engagement program is designed to educate, inform, and encourage parents and guardians as they support their children's education. Throughout the year, our schools will provide workshops, presentations, trainings, book clubs and webinars to help provide this support.

Stay tuned for our calendar of events that will include webinars on topics such as:

- Work-Life Balance
- Establishing a Routine
- Motivating Your Child
- Ways to be involved at school

Volunteer with Us!

Orting is home to wonderful parent groups and community organizations that work with our schools and staff to support students. Whether you have a few hours to spare or can commit to a regular schedule, your involvement can make a big difference in our students' experiences.

In Orting, we hold high expectations for all toward a culture of learning and caring, which values diversity, integrity, validation and empathy. We believe this is fostered by promoting a safe, civil, respectful and welcoming environment as a crucial foundation to success across the District. We value and respect the diversity of students, staff, families, and the community, and are committed to an environment that is inclusive and civil. This includes treating others as individuals who have inherent value and worth regardless of background, ability and identity.

Opportunities include helping out in the classroom, assisting with special events, supporting our library, or helping out during recess. We welcome all levels of participation and would love to have you as part of our volunteer team.

If you'd like to volunteer please complete and turn in the following:

1. Completed Volunteer/Visitor Application form.
2. A copy of your picture identification (will be stapled to your application form)
3. The Volunteer Code of Conduct and Handbook Acknowledgement form from the back of the Volunteer Handbook after it is fully reviewed by you.
4. Completed and submitted Volunteer Release/Hold Harmless Agreement.

Note: Once volunteers are approved, they may volunteer for the remainder of the current and the entire following school year. After that period of time, individuals will need to reapply to continue. Please understand that, in order to prioritize safety, the District reserves the right to conduct all volunteer background checks annually.

If you have questions about volunteering, please contact the office at 360-893-2248

Student Rights and Responsibilities

To access the full Student Rights and Responsibilities document for Orting School District, please visit our website at <https://www.ortingschools.org/students-families/studentparent-handbook> .

Harassment, Intimidation, and Bullying

OES is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, and volunteers that is free from harassment, intimidation or bullying. The district is committed to promoting positive character traits and values, including the importance of civil and respectful speech and conduct, and the responsibility of students to comply with the district's policy prohibiting harassment, intimidation and bullying. "Harassment, intimidation or bullying" means any intentional electronic, written, verbal or physical act including but not limited to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

Any student who believes that he or she has been subjected to harassment, intimidation or bullying in the educational environment is strongly encouraged to bring his or her complaint to the immediate attention of a teacher or school administrator by filling out [this form](#). Engaging in harassment, intimidation or bullying is exceptional misconduct and will result in appropriate disciplinary action up to and including suspension or expulsion on a first offense.

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?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

HIB may involve 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 [optional reporting form](#) to share concerns about HIB 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, Debi Christensen, Executive Director for Human Resources, who supports prevention and response to HIB. Here is her contact information: Email christensend@orting.wednet.edu Phone 360-893-6500 Ext. 4028.

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 webpage](#) or the district’s *HIB Policy 3207 and Procedure 3207P* (visit [Orting school district policies and procedures \(3000 series, Students\)](#), click “Policies,” upper right side of page).

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.

To review the district’s *Nondiscrimination Policy 3210 and Procedure 3210P*, visit [Orting school district policies and procedures \(3000 series, Students\)](#) (click “Policies,” upper right side of page).

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 3205BP and Procedure 3205P, visit [Orting school district policies and procedures \(3000 series, Students\)](#) (click "Policies," upper right side of page).

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: Debi Christensen (Email christensend@orting.wednet.edu; Address: 121 Whitesell St NE, Orting WA 98360; Phone 360-893-6500 Ext. 4028.)

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Debi Christensen (Email christensend@orting.wednet.edu; Address: 121 Whitesell St NE, Orting WA 98360; Phone 360-893-6500 Ext. 4028.)

Concerns about disability discrimination:

Section 504 Coordinator: Jennifer Westover (Email westoverj@orting.wednet.edu; 121 Whitesell St NE, Orting WA 98360; Phone 360-893-6500 Ext. 4027.)

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Debi Christensen (Email christensend@orting.wednet.edu; Address: 121 Whitesell St NE, Orting WA 98360; Phone 360-893-6500 Ext. 4028.)

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 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 decision to the School Board within ten calendar days of receiving the written response and then to the Office of Superintendent of

Public Instruction (OSPI) if it is still not resolved. 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 (3210BP) and the HIB Procedure (3210P) 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
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

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

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

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 3211BP and Procedure 3211P, visit [Orting school district policies and procedures \(3000 series, Students\)](#) (click "Policies," upper right side of page). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Debi Christensen (Email christensend@orting.wednet.edu; Address: 121 Whitesell St NE, Orting WA 98360; Phone 360-893-6500 Ext. 4028.)

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Student Rights and Responsibilities

Matters relating to student discipline and/or suspension are governed by Board Policy 3241BP/3241P with the rules and regulations contained in the Student Rights and Responsibilities Handbook. All parents/guardians and students are expected to be familiar with the contents of these documents.

Student Behavior and Consequences

All students are expected to conduct themselves in ways that are safe, respectful, responsible, and kind. If at any time a student is not conducting themselves in that way, we will use this as an opportunity to teach and reinforce the expected behaviors. Some behaviors may be handled at the classroom level such as: inappropriate language, non-compliance, dishonesty, aggressive actions, teasing, unsafe or rough play, disrespect, minor classroom disruptions, minor aggression that does not pose a safety risk, misuse of property, or displaying disrespect. Some behaviors may result in exclusion from the classroom and will be elevated to the administrative level. These behaviors include those that are disruptive to the educational setting, including but not limited to: repeated minor behaviors, harassment/intimidation/bullying, fighting, property destruction, weapons, leaving

school property, pattern or aggressive/profane language, credible threats, major/chronic destruction, insubordination, theft and inappropriate use of technology.

Student behavior which results in significant disruption of the educational process including but not limited to interruption of classwork, creation of disorder, and/or the invasion of the rights of students to participate in a safe school environment may result in progressive discipline. See definitions below. All discipline decisions are in alignment with Board Policy 3241P and outlined in the ***Orting School District Elementary Student Behavior Management Process***. Length of discipline will be determined by the Principal and/or Assistant Principal and will reflect the offense committed.

Dress code, personal belongings, and cell phones

Dress Code

Please dress students appropriately for the weather and the activities that day. On days your child's classroom goes to P.E. or on field trips, tennis shoes are recommended. A jacket or raincoat is needed when children will be outside for recess on rainy or cold days.

Personal Belongings

Electronic media, cell phones, and other playthings/toys can be distracting to the student and the class. We ask parents to see that toys and other devices do not accompany children to school. The school will not be responsible for lost, stolen, or broken items. It is not a good idea for students to bring expensive or irreplaceable toys or playthings to school, or on the bus. If students bring these items to school and they become disruptive to learning, parents may be called to pick them up, or the item may be confiscated until the parent is notified.

Cell Phones and Smartwatches

We recognize that cell phones and smartwatches have become a common tool for communication and safety. However, such devices can be a distraction to the learning environment and are vulnerable to theft.

Students are allowed to carry cell phones and wear smartwatches to school, however, phones must be turned off and stored in student backpacks during school hours. Phones and watches may not be used to talk, text, take pictures, record videos, access the internet, or play games during school hours, including recess. If a student is using a cell phone or smartwatch inappropriately, the following disciplinary action will be taken:

1st infraction - the student will have their cell phone or watch taken away and returned at the end of the day.

2nd infraction - the student will have their cell phone or watch taken away and locked in the office until a parent can come to school to retrieve it.

3rd infraction - students will no longer be allowed to bring a cell phone or wear a watch to school until a conference with the principal is held.

Students may not use cell phones or any other personal electronic devices during school hours, during recess, and during lunch. Students shall not take, possess, distribute, or publish pictures, audio, or video of staff or students without their permission. Distribution includes emailing, texting, or showing to anyone. Publishing includes posting images, video, or audio, online or in print. To protect student privacy, cell phones and other mobile devices may not be used or seen at any times in restrooms, or any other location where there is an expectation of privacy.

Unauthorized use of cell phones, smartwatches, or other electronic devices during school hours may result in confiscation. Students are responsible for protecting their own personal devices and passwords; the school will not assume responsibility if electronic devices are damaged, lost, or stolen.

Use of District-Issued Technology

District technology and network/internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. At the direction of the district administration, student user access and /or accounts may be denied, revoked, or suspended as a result of misuse of network privileges. Vandalism of hardware may result in a fine for damages being applied to the student account.

Definitions and Descriptions

Classroom Exclusion: The exclusion of a student from a classroom or instructional or activity area for behavior violations, subject to the requirements of WAC 392-400-330. Classroom exclusion does not include action that results in missed instruction for a brief duration when (a) a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and (b) the student remains under the supervision of the teacher or other school personnel during such brief duration.

Other Forms of Discipline: Responses to behavioral violations short of classroom exclusion, suspension, expulsion, or emergency expulsion.

Conference with Principal or Assistant Principal: If redirection strategies are not successful, the student will meet with the Principal or Assistant Principal. This will include a review of the problem and reteaching the expectation. This may include additional consequences if warranted.

In-School Suspension: In-School Suspension (ISS) is an alternative to Out-Of-School Suspension and is a privilege. ISS temporarily removes a student from the regular classroom environment but permits the student to maintain his/her educational progress at school. Failure to work as directed, comply with ISS rules or disruptive behavior will result in the student being removed from ISS and serving the rest of his/her assigned ISS time **out-of-school**. In alignment with Board Policy 3241P, The Superintendent designates disciplinary authority to impose in-school suspension and short-term suspension to principals and assistant principals, to impose long-term suspension to school principals and assistant principals to impose expulsion to principals and assistant principals, and to impose emergency removal to principals and assistant principals or their designee. Further discipline may be assigned as appropriate. OES utilizes progressive discipline, meaning that student consequences increase relative to the number of infractions based on the same behavior. Consequences are subject to the severity, intensity, and duration of the offense and can vary. An example is below. Please keep in mind that this is only an example and that the progression of discipline may vary depending on the circumstances.

Action	1st Offense	2nd Offense	3rd Offense	4th Offense and beyond
Physical Aggression	Missed recess Phone call home	.5 day ISS Phone call home	1 day ISS Phone call home	OSS, length can vary Phone call home
Defiance	Classroom teacher reteaches expectations	Conference with teacher to reteach expectations, phone call or message home	Conference with assistant principal, phone call home	Conference with assistant principal, phone call home, loss of privilege, restitution

Short -Term Suspension: 1 - 10 school days. The school will provide opportunities for a student to complete all missed work and assessments while suspended.

Long -Term Suspension: 11-90 school days. The school will provide opportunities for a student to complete all missed work and assessments while suspended.

Expulsion: Expulsion is the removal from school for a defined period of time that may not exceed the length of the academic term unless there has been an appeal to the Superintendent and it is in compliance with state laws and policies. In accordance with RCW 28A.600.420, student will be expelled for no less than one year if the district has determined that the student has carried or

possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by the school.

Appeal Process

Any parent/guardian or student who is aggrieved by the imposition of other forms of discipline and/or classroom exclusion has the right to an informal conference with the Principal to resolve the grievance.

Parents/Guardians or students have the right to an informal hearing for any type of suspension imposed. (See Board Policy 3241P for specifics.)