

Scootney Springs Staff Handbook 2025-2026



Building Bright Futures Together

PRINCIPAL- DENISE MIRICH

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ACCIDENTS

In the event of serious or life-threatening injury, medical aid must be summoned. Do not move the injured party. Cover the victim if possible, and follow the emergency contact procedures defined below:

STUDENTS:

Classroom Procedures:

Minor accidents are injuries where building health services are sufficient to meet the student's needs. Send a student to the main office with a nurse pass **if** you are unable to treat the problem from your first aid kit. Depending on the severity of the injury, parents will be notified by the office staff.

STAFF:

A District Employee Accident report form (pink) must be filled out for all staff accidents. These forms are kept in the office. Staff accidents must be reported, a form completed, and given to the principal within 24 hours. If you go to a doctor you need to specify that this will be an L & I issue.

ABSENCES – (CERTIFIED & CLASSIFIED) STAFF

- 1) If illness or other reasons prevent you from assuming your teaching/job responsibilities, please **enter your absence on the Red Rover and contact Denise.**-----Or---
 - a. **Red Rover also has a free Mobile App** that you can use to access Absence Management. You are not required to use the app, it is there for ease of use and quick access.

- 2) **If you are unable to enter your absence due to late notice or lack of available leave email Denise at dmirich@othelloschools.org and Jessica at jking@othelloschools.org**

For the benefit of the substitute teacher, teachers are required to provide the following:

- Lesson plans are located on the top of the teacher's desk.
- An up-to-date seating chart.
- Lesson plans that include any duties or schedules (i.e. music, library, P.E., Speech, Special Education, etc.). Please specify if there is anything different about your schedule that day: early release, testing, pictures, assembly, etc.
- List of children that need special help/attention in the daily routine.
- Up-to-date purple substitute binder (including attendance, special plans, and materials to cover all contingencies).

ABSENCES – STUDENT (EXCUSED & UNEXCUSED)

- **You are to do your attendance and hot lunch count no later than 8:45 am daily.**
- If a student arrives at your classroom with a tardy slip after you have completed your attendance it is your responsibility to update their attendance in Skyward. If you are new to Scootney Springs, please communicate with your Grade Team Chair to understand how to do this.
- If a student arrives at your classroom after 8:30 without a tardy slip you are obligated to send them back to the office to obtain a tardy slip.
- Any absence is considered unexcused until the office receives a note or telephone call from home.

An absence is considered excused for the following reasons:

- Child illness
- Religious Observances
- Death in the family
- Appointment(s) that cannot be rescheduled for after-school hours
- Disciplinary Circumstances
- Principal Pre-Approval (provided the absence does not hinder the student's educational progress)

It shall be the responsibility of the building principal(s) to enforce the district's attendance policies and procedures. The district's attendance policies shall be communicated and made available to the public, parents, students, and staff upon request.

END OF DAY DISMISSAL PROCEDURES

All teachers walk students to a supervised area outside of the building (bus loop, parent pick-up). Students should be supervised at all times. Student safety is of utmost importance. We ask that all teachers be prompt in walking their students to the supervised dismissal areas. Releasing your students late delays the entire school district.

CHILD ABUSE AND NEGLECT

It is your legal responsibility to report within 48 hours all knowledge of any incident. (RCW 26.44.030) Document and report any suspected abuse to the principal, vice principal, counselor, and/or nurse. **You are responsible for filling out the Child Abuse and Neglect form.** This form is available from the school counselor.

COUNSELOR

The school counselor is available to assist in teaching interpersonal skills to all students and to counsel small groups and individuals who need assistance in dealing with particular situations. The counselor can be contacted in person as needs arise. Please email the counselor with any questions or issues you may have in that department. Our counselor can assist your students who are having difficulties with emotional or behavioral concerns. Jill Powell - jpowell@othelloschools.org

RTI MEETINGS WILL BE HELD EVERY THURSDAY @ 8:00 IN THE CONFERENCE ROOM

****Important:** If you are referring a student for RTI, you will need to monitor progress using measurable data 6 weeks prior to making the referral.

PRIOR TO REFERRAL:

Consult with the team to get ideas and suggestions for interventions and support. Make sure you document attempted interventions and results

STEP 1 - Before meeting with the RTI team you will need to:

- Make parent contact
 - Notify them that we are concerned about their child and are requesting to meet as a team to discuss concerns.
- Talk to previous teachers + specialists
- Document and track interventions
- Have ALL RTI forms completed DIGITALLY

- Forms will be located in our shared drive under SCO RTI
- Make a copy of the digital form and rename it before adding your information

STEP 2 - Email the counselor that you have a student you would like to refer

STEP 3 - Share and change ownership of the document to counselor and school psychologist. The meeting date will be determined by the counselor.

STEP 4 - In attendance will be:

- Teacher, Counselor, School psychologist, SPED teacher. ELL Teacher, Instructional Coach, Administration

KEEPING THE OFFICE INFORMED

It is your responsibility to keep the office informed well in advance of any school event including after-school clubs, field trips, classroom celebrations, or presentations. The office serves as a liaison to parents and needs to have correct and current information to keep parents informed when they come in or call with questions. Please email pertinent information to Jessica and Sheree.

STUDENT DISCIPLINE

Teachers must be familiar with the District Discipline Policy and Matrix. See the copy of the District Discipline Matrix for K-6 in the appendix.

SCOOTNEY SPRINGS RULES:

1. **Show respect**
2. **Make good decisions**
3. **Solve problems**

DISCIPLINE POLICY

Discipline plans have been developed for all four Othello elementary schools. These plans are frequently reviewed and modified to fit the changing needs of our students. The discipline philosophy of the elementary schools can be best summarized by saying that high expectations are maintained for student behavior, and that staff members work closely with students and parents to develop problem solving and behavior management expectations with students and parents.

The most important aspect of discipline is good home to school communication. The Othello elementary schools' administration feels that it is important to contact parents immediately if a problem exists with a student. We also encourage parents to contact the school when there is a question concerning the discipline being used with their child. Many times with a conference, a more effective approach can be worked out together. Our ultimate goal is to help our children become responsible and independent citizens. Please review the updated discipline matrix to see how building administration will look at each situation intentionally to determine how to best intervene and support your student.

DISCIPLINARY REFERRALS

Disciplinary referrals summarize inappropriate behavior and resulting consequences for more serious behavior problems, including those resulting in being placed on the Discipline Matrix and Flowchart.

STUDENT REGULATIONS

1. Any student leaving the school grounds during the day must be checked out by the parent/guardian, present this note to the teacher, and then take this note to the office to check out before leaving the school grounds.
2. Any after-school social plans (going home with another child) require either a signed note or a phone call from a parent or guardian. If the student plans to ride the bus home with a friend, a signed permission note must be given or a phone call made to the office prior to 2:00 pm. A bus pass will be issued. A student will not be allowed on the bus without a pass.
3. Students may not bring other children as guests to the classroom. Any guest visiting the classroom should be pre-approved by the principal and teacher.
4. Students are not allowed to ride bicycles, skateboards, or scooters on school grounds. These items must be walked across the street and held while on school grounds. Bikes must be parked and locked in the racks provided. Bikes must be locked while unattended.
5. If students want to come back and play on the equipment after school, they must report home first and ask permission from parents or guardians before returning.
6. All students and adults at Scootney Springs will be treated respectfully.
7. Please check the District Dress Code (listed on the next page) for proper student attire. If a student is in violation of the dress code, they must go to the office to call a parent to bring a change of clothing. If this is a repeat/constant offense, a principal needs to be notified.
8. All visitors, including parents, must report to the office before going to any classroom to sign in and receive a visitor badge.
9. Student use of phones: If there is an emergency and the student needs to call home, they may use the classroom phone if the teacher permits. If a child is ill, refer them to the nurse. It will be determined by the nurse if a child needs to call home. The call will be made in the office. Parents must sign children out in the office if they are leaving before the bell rings. The office will call for the student(s) once the parent arrives.
10. Playground rules are to be discussed and practiced during the first few weeks of school. Please revisit these rules periodically throughout the year.

OSD CLOTHING POLICY - (Students)

District Clothing Policy - (Students)

In general, students should dress in neat, clean appropriate clothing that does not disrupt the educational process.

The Othello School District Board Policy No. 3224 specifically includes the following:

Teachers are responsible for monitoring the dress of students early in the morning - sending them directly to the office if they are not following the district and building dress codes.

1. No bare midriffs or styles that show one's undergarments. All shirt sleeves should reach the shoulder(two student fingers wide). Bare midriff is any time skin shows above the pants and below the top while the student is in the normal range of motion.
2. Footwear, at a minimum, must meet minimum safety requirements in any educational environment or setting. (Playground, PE, Classroom)
3. No clothing advertising alcohol, tobacco, drugs, weapons, or insinuating sexual,

discriminatory, or violent messages.

4. Shorts and skirts may be worn-but must be at least fingertip length. Rips and holes in pants/jeans must all be below fingertip length as well.
5. Clothing must fit appropriately. Oversized clothing is not to be worn. Pants or shorts are to be worn at the waistline and must be no more than two inches larger than waist size. Pants or shorts that have large or revealing holes are not acceptable.
6. Any dress that promotes gang activity in a public school setting is strictly prohibited for any individual student or groups. We understand gang dress, tattoos, and styles evolve through time and this enforcement will be at the discretion/judgment of the school administration. If necessary, we may consult with Adams County Juvenile Court and/or the Othello Police Department.
7. Accommodations can be made for medical or physical needs with approval from the school administration.

Students found to be violating this policy will be asked to immediately conform to the policy and will be subject to disciplinary action according to the Othello School District discipline policy.

***In addition to the OSD policy, Scootney Springs Elementary is not allowing hats or hoodies to be worn or on anywhere inside the building. Students may wear them outside.**

FIELD TRIPS

Field Trip Parent Consent form is required for ALL field trips. The field trip consent form can be emailed to you from the Building Secretary. You also need to take the field trip consent forms with you on your field trip. Field trip consent forms need to have a parent's contact number on them in case of emergency. Field trips are encouraged as a meaningful extension of the curriculum and an instructional nature. Forms to request approval and transportation are now electronic from the district website.

Be sure to let the Meal Secretary and kitchen know at least 5 days in advance if your class will be gone during your scheduled lunch time. Forms are available in the office for requesting sack lunches and milk for students in your class for the price of a regular lunch. Students who receive free/reduced lunch are entitled to a packed sack lunch from the kitchen.

There should be an adequate number of adult chaperones (approximately a 5:1 ratio). Chaperones must also be sure they have completed the Washington State volunteer form and have been approved **prior to the field trip**. This may take up to three weeks to complete. Parent chaperones may not bring younger siblings.

EVACUATION DRILLS AND OTHER RELATED EMERGENCIES

Please refer to the information provided for your emergency clipboards for the most up-to-date procedures. You are responsible for reviewing this information each year.

HEALTH SERVICES - STUDENTS

Any student who is sick or injured should be sent to the health room.

Medication may not be taken (nor kept) by children in the classroom. State law mandates that all medication will be kept in the health room in a locked cabinet. This includes over-the-counter pain relievers and cough drops. The principal, secretary, and nurse are the only individuals allowed to

administer medications. All medication must be accompanied by an “Othello School District Authorization for Administration of Oral Medication at School” form filled out by a doctor. Minor cuts and abrasions should be dealt with in the classroom using the first aid kit provided.

Children running a fever or vomiting must be sent home. Please send them to the office and we will contact a parent to pick them up. There are two beds available in the health room. Children will have to stay in the health room until we can reach either a parent or an emergency contact. If you are missing a child after any recess, be sure to check with the office as soon as possible. We will inform you if the child is in the health room or has been sent home.

PERMANENT RECORDS

Each student has a cumulative record folder held in a locked cabinet in the office. The file should contain enrollment information, copies of report cards, standardized test records, official correspondence and other pertinent educational information. It is important that classroom teachers keep students' files and grades up to date. Educational Assistants cannot be asked to update permanent cumulative record folders.

FERPA

Staff members must honor the confidentiality of information in a student's cumulative record folder. Upon request, parents and students may examine cumulative record folders at any time. Parent requests to view a student perm file will be directed through the office and the principal will be notified. Notation of the date, name, and interest of the request on a paper and placed into the student's cumulative record folder.

Any psychological testing should be recorded in the permanent record with a note that is available through the district office. Grades put on the grade card must correspond with the current grading system and the child's report card. This card should also list the attendance for the year or the number of days the student has been enrolled. This information must be recorded by the classroom teacher.

At no time are permanent student records to leave the office area – information in the file is irreplaceable.

STAFF ROOM / WORKROOM

It is the responsibility of anyone using the microwave to clean it out immediately after using it if necessary. Please help us keep the workroom/break rooms neat and tidy. Please do not leave personal items (Tupperware, cups, bowls) on the counters, tables, sinks, and fridge. If you bring it to the staff room, please take it out with you at the end of the day.

The fridge will be cleared before long breaks (Thanksgiving, Christmas, spring break). Anything that is expired, close to expiring, or looks like it might be expired will be thrown away. **This includes the container it is in.** If you want to keep your items, take them home! EVERYTHING remaining in the fridge and cupboards will be thrown away prior to departing for Summer Vacation. Fridge items are considered common unless labeled!

TECHNOLOGY

Technology equipment is issued and maintained by the technology department. All technology concerns and questions require a work order to be completed via the Web Help Desk. Technology equipment includes phones, document cameras, teacher and student computers, printers, and projectors.

It is the policy of the Othello School District to ensure that time spent by students in pursuit of education is wisely and prudently used. The school district recognized that Movies, Videos, DVDs, and other audiovisual materials are important tools in the educational process; however, the use of such materials should be limited so that they are legally, appropriately, and effectively used in achieving legitimate educational objectives. Furthermore, such materials are to be used as supplemental to an approved course of study in the OSD.

Guidelines-[Video Approval Form](#)

Educational Relevance

1. Showing videos, DVDs, movies, and other audiovisual materials must be limited to material explicitly linked to a specific educational purpose.
2. General selection criteria should include the following:
 - a. Quality of the work;
 - b. Fair and accurate representation of the facts;
 - c. The reputation and significance of the writer, director, and/or performer; and
 - d. Critical acclaim of the work itself.
3. Videos, DVDs, or movie clips used in the classroom shall not include gratuitous language, gratuitous violence, or graphic/inappropriate content for purely entertainment value. Contextualized language and violence can serve a purpose and be necessary.
4. Commercial movies, (i.e., movies made for entertainment and shown in theaters) shown in their entirety are strongly discouraged and shall be approved in only a very few circumstances. These types of movies should only be shown:
 - a. If there is no other audiovisual material that addresses the concept being taught and is accurate in its content.
 - b. The value of the movie is so great that it warrants being shown in its entirety.
 - c. The movie provides a visual framework so as to ground student understanding of conceptual topics.
 - d. It is written into a Board-approved curriculum.
- 5. Commercial movies are not to be used as a reward during regular instructional time as this is a violation of Copyright Laws.**
6. When audiovisual material is used in the classroom it must be explicitly linked to the curriculum and utilize active engagement strategies to ensure student participation. Such strategies may include:
 - a. A pre and post-written activity
 - b. A pre and post-class discussion
 - c. Questions to answer during the presentation

Age Appropriateness

If a commercial movie is shown in the classroom, the following rating guidelines will be followed: (Rating is determined by the industry-accepted rating system of the Motion Pictures Association of America, National Association of Broadcasters, and the National Cable & Telecommunications Association).

1. Grades K-2
 - a. Only “G” rated films may be shown
 - b. TV-Y and TV-G television shows only
2. Grades 3-6
 - a. Only “G” rated films may be shown
 - b. TV-Y, TV-Y7, and TV-G television shows only
3. Grades 7-8
 - a. “G” and “PG” films may be shown
 - b. TV-Y, TV-Y7, TV-G, and TV-PG television shows may be shown.
4. Grades 9-12
 - a. “G,” “PG,” and “PG-13” films may be shown.
 - b. TV-Y, TV-Y7, TV-G, TV-PG, and TV-14 television shows may be shown
5. No film or parts of films with a rating of “R,” “NC-17,” “X,” or TV-MA
- 6.

Teacher Preview and Administrative Approval

1. All videos, DVDs, movies, or other audiovisual material must be previewed by the teacher before use in the classroom.
2. Prior to showing any video, DVD, movie, audiovisual material or material downloaded from Internet sources to students, the planned video must be submitted to the building principal. This will be submitted to the building principal for approval.
 - a. Provided the material sent to the administrator meets the above criteria and can be explicitly tied to the curriculum the material should not be denied.
 - b. Any denial of usage must be provided to the employee in writing and citing the specific violation of this policy as stated.

Copyright

1. Any usage of videos, DVDs, movies, or other audiovisual materials must adhere to DOPs 2025 and 2025P as well as all federal copyright laws as well as publisher's licensing agreements.
2. The legal requirements of the Copyright Act apply;
 - a. Regardless of whether an admission fee is charged;
 - b. Whether the institution or organization is commercial or non-profit; or
 - c. Whether a federal, state, or local agency is involved;
3. Copyright Fair Usage rules apply to educational institutions and all provisions must be met under these guidelines.
- 4.

Opt-In Opportunity

Parents and students must be provided with an “opt-in” form before watching any movie, video, DVD, or other audiovisual material over 20 minutes. The “opt-in” form must contain the following:

1. Title of the movie, video, DVD, or audiovisual presentation.
2. Rationale of why you are using this in class.
3. Synopsis of the movie and or video.
4. Clear statement that students not returning this slip will not be allowed to watch the presentation.
5. Alternate assignments are available for students not opting in.
6. Parent signature and date lines.

Students not opting in should be treated discreetly and with respect.

TIMESHEETS

Blue Timesheets must be completed in order to receive reimbursement for time worked outside of your teaching contract. Blue timesheets may be used for staff development time exceeding your extra days that have been pre-approved by the principal/assistant principal.

VISITORS/VOLUNTEERS

All visitors will display a visitor name tag when on campus at all times.

1. Othello School District Policy does not allow non-district students to visit classrooms during their vacation days or non-school days when we are in session. This is for insurance reasons.
2. Any parent desiring to visit their child's classrooms may do so with prior notification.
3. Any visitor **MUST** first check in at the office, sign in, and receive their identification badge. Badges are required to be worn so that all staff and students know that the visitor has been approved by the office to be on campus during school hours.

Please do your part to be sure that you keep the office notified of volunteer parents and be sure they have checked in at the office before working with our students. All classroom volunteers must first go through the Othello School District background check. For a current list, please email your secretary.

If someone is on the school grounds that you cannot identify as a staff member, student, or visitor, question them and send them to the office immediately. If you have problems, call the principal, a secretary, or the police immediately!

Simple Steps TO SAFE SCHOOLS.....

Your personal online safety training

THIS IS REQUIRED FOR ALL STAFF EVERY YEAR!

- Go to your web browser and type in <https://othello-wa.safeschools.com/>
- Login - enter your personal employee identification number (this is the 7 digit number under the barcode on your OSD ID badge), press “Enter”
 - Click “Log Me In”
- Click on one of the preregistered training courses
 - View the training video (Select Tutorial or Scenario)
 - When the training video is complete, click “Continue”
 - Click “Quiz” - Follow the on-screen instructions
 - When the quiz is complete, click “Continue”

- You may print a completion certificate (for your own purposes) or close the screen.

➤ Select the next preregistered training course or exit out.

NOTE: You MUST review the training video to receive credit for passing the test.

All training courses should be completed before January 1st.

Appendix “A”

OSD DISCIPLINE POLICE

Discipline plans have been developed for all four Othello elementary schools. These plans are frequently reviewed and modified to fit the changing needs of our students. The discipline philosophy of the elementary schools can be best summarized by saying that high expectations are maintained for student behavior, and that staff members work closely with students and parents to develop problem solving and behavior management expectations with students and parents.

The most important aspect of discipline is good home to school communication. The Othello elementary schools' administration feels that it is important to contact parents immediately if a problem exists with a student. We also encourage parents to contact the school when there is a question concerning the discipline being used with their child. Many times with a conference, a more effective approach can be worked out together. Our ultimate goal is to help our children become responsible and independent citizens.

Please review the updated discipline matrix to see how building administration will look at each situation intentionally to determine how to best intervene and support your student.

Minor Behaviors (Classroom Managed)	Definition	Interventions/Actions
Inappropriate Language/ Gestures/Drawings (ILD)	Student engages in low-intensity instances of inappropriate language. Verbal messages that include swearing, name calling, or use of words in an inappropriate way. Abusive language.	<ul style="list-style-type: none"> ● Verbal & Non Verbal Redirection ● Loss of Classroom Privileges ● Reteach of Behavior ● Parent Conference ● Parent Contact ● Apology ● Lesson with Counselor
Dress Code Violation (DRE)	Student wears clothing that is not within the dress code guidelines outlined in the student handbook, such as wearing a hat, hood up, pants low, clothes with offensive designs or writing, etc.	
Disrespect (DSP)	Student engages in brief or low-intensity verbal or non-verbal display of rudeness or discourtesy. Example: arguing, tone of voice, eye rolling, talking back, teasing, etc.	

Disruptive (DSR)	Student engages in low-intensity, but inappropriate disruption such as noises, rocking chair, tapping pencil, throwing small items, blurting out, yelling, out-of-seat behavior etc.	
Failure to follow School Rules (FSR)	Disregard to school-wide expectations. Examples: running in the halls, inappropriate voice (ex. level), taking turns, not following cafeteria and playground rules, etc.	
Physical Contact (PCT)	Student engages in non-serious, but inappropriate physical contact such as not keeping hands to self, wrestling, playing roughly on playground, pushing, picking up others, public displays of affection, etc.	
Property Misuse (PRM)	Student engages in low-intensity misuse of property such as writing on books, destroying school supplies or property, using playground equipment improperly, inappropriate use of technology, etc.	
Defiance (DEF)	Student engages in brief or low-intensity failure to respond to adult requests. Example: when asked to do something, student says, "No, I don't want to."	
Stealing (TFT)	Student engages in minor acts of stealing. Example: takes pencils from another student.	
Cell Phones Smart Watches (CPE)	Use of a cell phone or smart watch during regular school hours.	

Major Behaviors (Office Managed)	Definition	Interventions/Actions
Repeated Minor Behaviors (RMB)	Student has repeated minor offenses that have occurred frequently enough to involve school administration.	<ul style="list-style-type: none"> ● Parent Meeting ● Behavior Contract ● Restitution ● Restorative Practice ● Counseling ● Threat Assessment ● Risk Assessment ● Suspension ● Expulsion
Abusive Language (ABL)	Student delivers verbal messages that include swearing, name calling, threats, sexual in nature, or use of words in an inappropriate way that is directed at someone.	
Fighting/ Physical Aggression (FGT)	Student engages in actions involving serious physical contact where injury may occur. Example: hitting, punching, throwing objects, etc.	

Defiance (DEF)	Student engages in continuous refusal to follow directions, talks back, and/or delivers socially rude interactions.	
Disrespect (DSP)	Student engages in continuous verbal or non-verbal displays of rudeness or discourtesy such as inappropriate gestures, arguing, yelling, etc.	
Harassment/ Discrimination (HIB) (HBS) (HBR) (HBD)	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, indecent exposure, obscene pictures or written notes.	
Bullying (HIB) (HBS) (HBR) (HBD)	Repeated unwanted harassment and/or repeated unwanted instances of verbal/physical/emotional threats, name calling, put-downs and intimidation	
Theft (TFT)	Student is in possession of, having passed on, or being responsible for removing someone else's property without that person's permission.	
Lying/ Cheating (DCH)	Student delivers a message that is untrue and/ or deliberately violates the rules.	
Weapons/ Dangerous Items (WFO) (WHG) (WKD) (WMF) WOW) (WRS) (WOF)	Student is in possession of knives or guns (real or look alike), or other objects capable of causing bodily harm i.e. fireworks, lighters, fire starters.	
Drugs (POA) (POC) (POI)	Student is in possession and or distributing controlled substances or paraphernalia.	
Gang Related Behavior (GRB)	Student is participating in gang related behaviors to include but not limited to: graffiti, gang dress, whistling, or gang signs.	
Property Misuse (PRM)	Student engages in vandalism, pulling fire alarm, or serious misuse of technology at school.	

Administrators can use discretion to provide any level or step of discipline, based on individual

circumstances.

- Cell phones are not allowed to be in student's possession during the school day. If seen they will be confiscated.
- Cell phones or any other electronic devices confiscated by staff must be retrieved by parents/guardian from office.
- Any serious disruptions of the educational process will be dealt with at the discretion of the building administrator in accordance with district and building policies and procedures.
- Students that have a pattern of being disruptive, defiant, or disrespectful will be placed on a behavior contract at a meeting with teachers, parents, student, and a principal.
- If a student encourages another to fight, it will be considered a level two violation of the discipline policy. Watching a fight as a spectator or encouraging others to fight will not be tolerated at any elementary school. Students are to leave the scene of a fight.
- Proper authorities may be called for any offense at any level.
- Suspended students may not be on any school property or participate in any school activity or sporting event during the time (day or evening) of the suspension.

***Expulsion for a dangerous weapon is mandatory and for at least one academic term. Readmission process required. Parents/Guardians and Police will be notified.

OSD-HARASSMENT, INTIMIDATION, AND BULLYING

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 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 (<https://othello-wa.safeschoolsalert.com>) 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 to 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 (Sandra Villarreal, Executive Director of Human Resources • 509-488-2659 • svillarreal@othelloschools.org) who 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 action 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 of 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.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit <https://go.boarddocs.com/wa/othello/Board.nsf/Public>

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 3207 and Procedure 3207P, visit <https://go.boarddocs.com/wa/othello/Board.nsf/Public>

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: Sandra Villarreal, Executive Director of Human Resources • 509-488-2659 • svillarreal@othelloschools.org • 1025 S. 1st Ave Othello, WA 99344

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Sandra Villarreal, Executive Director of Human Resources • 509-488-2659 • svillarreal@othelloschools.org • 1025 S. 1st Ave Othello, WA 99344

Concerns about disability discrimination:

Section 504 Coordinator: Heidi Wagner, Director of Special Education • 509-488-2659 • hwagner@othelloschools.org • 1025 S. 1st Ave Othello, WA 99344

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Amy Parris, Director of Student Services • 509-488-2659 • aparris@othelloschools.org • 1025 S. 1st Ave Othello, WA 99344

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 [identify the decision maker on appeal identified in board policy (e.g., the School Board)] and 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 a 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
- Email: 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
- Email: 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
- Email: 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
- Phone: 800-421-3481

OSD GENDER INCLUSIVITY

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

<https://go.boarddocs.com/wa/othello/Board.nsf/Public>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Amy Parris, Director of Student Services • 509-488-2659 • aparris@othelloschools.org • 1025 S. 1st Ave Othello, WA 99344

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