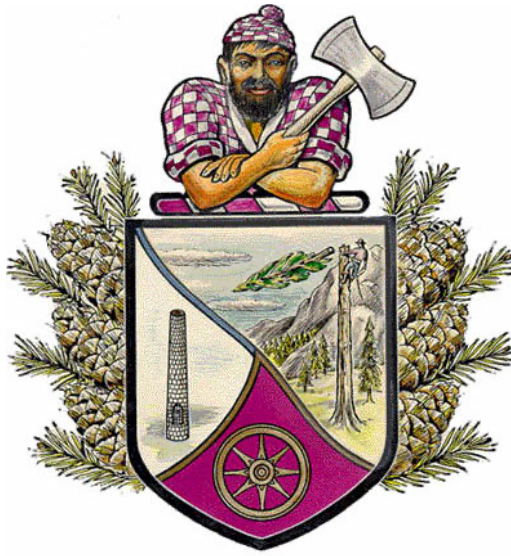


Elementary School Student Handbook



2026-2027

Table Of Contents

Message from the Principal.....	2
Vision and Mission Statement.....	3
Onalaska Elementary Staff.....	3
School Day.....	5
ECEAP Preschool.....	5
Attendance, Absences, and Tardies.....	6
School Visitors.....	8
Skyward Information.....	8
Message to students from Home.....	9
Classroom Information.....	9
Field Trips.....	9
Lockers.....	9
Personal Items.....	9
Electronics.....	9
Lost and Found.....	10
Bicycles/Skateboards.....	10
Contraband.....	10
Breakfast and Lunch Prices.....	10
Transportation.....	10
Health and Wellness.....	11
Dress Code.....	12
PBIS and Discipline.....	13
Discrimination and HIB.....	19
Weapons.....	23
Pesticide Notification.....	25

A Message from the Principal
“Cultivating and Harvesting High Expectations and Excellence”

Dear Parents/Guardians,

Welcome to the 2026-2027 School year at Onalaska Elementary!

The purpose of this handbook is to provide some general information to assist you throughout the school year. We also recommend you visit our school website, www.onysd.wednet.edu, and our District facebook page for regular updates and current news within our district.

Please read your student handbook carefully with your child.

The start of a new school year is so exciting. We thank you for the opportunity to work with your children and hope they will have a wonderful, productive year filled with lots of learning and excitement.

To our new families; the warmest welcome. At Onalaska Elementary we want to actively involve you in your child's educational experience. Expect to hear from us and be invited into the school to see your child's accomplishments.

The strongest indicator in the overall success of our students will always be our ability to work in collaboration with our parents. We hope you feel welcome in our school and take advantage of opportunities to become involved and to learn more about our great school district!

It is great to be back, and I look forward to working with all the wonderful students, parents, and stakeholders of Onalaska Elementary School.

It's a great day to be a logger,

Larry Markuson, Principal

Onalaska Elementary School

It's a Great Day To Be A Logger!

ONALASKA SCHOOL DISTRICT VISION STATEMENT

“Cultivating and Harvesting High Expectations and Excellence”

ONALASKA SCHOOL DISTRICT MISSION STATEMENT

“To prepare our students for their future by encouraging confidence, a passion for learning, and a sense of community.”

ONALASKA ELEMENTARY SCHOOL BELIEF

Every staff member at Onalaska Elementary School believes ALL students have the right to learn in a respectful environment free from distraction or concern for safety.

Student Rights

Students, as citizens, have certain constitutional rights that cannot be denied by the school or the district. The school or the district may, however, set reasonable limits on those rights in order to meet the district's obligation to educate.

Student Responsibilities

The Onalaska School District's goals are to provide students the opportunity to learn skills, acquire knowledge, and develop attitudes that will allow them to function as responsible and contributing citizens.

As a student, I will be respectful, responsible, and safe by agreeing to:

- Attend all classes every day on time, ready to work, and with the necessary learning materials.
- Respect the rights of others and exercise self-discipline.
- Behave in a manner that will not disrupt their education or disrupt or deprive others of their education.
- Know and follow the expectations of the district, schools, and co-curricular activities.
- Accept appropriate consequences for breaking school expectations.
- Identify myself by name if asked to by any district staff member.
- Dress appropriately for school and school activities.
- Respect the property of others, of the school, and the district.

Students may be given a consequence if they fail to fulfill any of these responsibilities while at school, on the school grounds, on district-sponsored transportation, at any school-sponsored event, or in any other setting having a real and substantial relationship to the operation of the district.

ONALASKA ELEMENTARY STAFF

Principal	Larry Markuson	lmarkuson@onysd.wednet.edu
Office Assistant	Breanna Stewart	bstewart@onysd.wednet.edu
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	Shelby Thomas	
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	Monica Steele	
	Owen Langehennig	
	Alma Granman	
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	Toni Mahon	
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IT Director	Blue Robinson	brobinson@onysd.wednet.edu
504 Coordinator	Ryan Ranger	rranger@onysd.wednet.edu

THE SCHOOL DAY

Arriving and Departing from School:

- The office will be open at 7:30 a.m.
- There will be **no** student supervision prior to 7:40 a.m.
- Breakfast will be served in the classrooms at 8:00am.
- The school will begin at 8:00 a.m.
- Students will be dismissed at 3:15 p.m.
- Students are to be dropped off at the elementary/middle school entrance.
- If a student needs to be picked up early from school, the student must be checked out in the office by a parent/guardian. Any changes to the pick up process must be made before 2:00 pm.

End of the Day:

- Children who have alternate plans for leaving school (riding a different bus home) must have a note delivered to the office that day. Any changes to the pick up process needs to be made **before** 2:00 pm.
- For extended changes, please contact the school office.
- Students will not be permitted to use the school phone to make after school plans.
- All students in K-5 that are picked up at the end of the school day outside of the middle school commons must be picked up by a parent/guardian or have other arrangements made prior to 2:00 pm, made by the parent/guardian.
- An older sibling may pick up a child with written consent given to the office.
- The parent must make visual contact with the teacher in order for the student to be released.

Evening Activities:

- Students attending a school event in the evening must be accompanied by a parent/guardian.

Appointments:

- Classroom attendance is important, so parents/guardians are encouraged to make appointments outside of the school day.
- If students must leave school for a legitimate reason, (see attendance policy) bring a note from parent/guardian indicating the date, time, and reason.

DAILY SCHEDULE

Doors Open	7:40 am
School Starts	8:00 am
School Ends	3:15

ECEAP PRESCHOOL

Our ECEAP comprehensive preschool program is available for three or four-year-old children. We provide FREE preschool for families who qualify through ECEAP's income guidelines or have other qualifying factors as space is available. Eligibility for those students who have delays in areas of speech, language, motor, cognitive, and/or social skills will be determined after testing. Our ECEAP program is subcontracted through Centralia College Early Learning Programs, and follows all DCYF ECEAP Performance Standards. Families enrolled in these classes will receive a supplemental handbook.

ATTENDANCE, ABSENCES, AND TARDIES

Attendance:

- Students are expected to be at school every day.
- If a student is absent, a parent/guardian must call or send a note to the attendance secretary at 978-4111, option 1.
- If a student misses more than one day, make-up work can be sent to the office, where a parent/guardian can pick it up.
- Teachers will respond to homework requests within 24 hours.
- You have one school day for each day you are absent to make up your work.

Promptness and regularity in attendance are necessary to be successful in school. Parents are urged to support the school in promoting this habit. The school day begins at 8:00 a.m. The school day ends at 3:15 for all elementary school students. When a student has been absent, the parent/guardian has two school days to excuse the child's absence. This may be done with either a phone call or a note. If a note is sent, it must include the student's complete name, the date of the absence, and the reason for the absence.

Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. It is the responsibility of the student to find out what has been missed and to make arrangements with the teacher for making up assignments.

Excused Absences: The following are excuses for absences and tardiness:

- Illness, family emergency or religious purposes
- Participation in a school-approved activity.
 - To be excused, this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so
- Parental/principal approved activities.
 - This category of absence shall be counted as excused for purposes agreed to by the principal or designee and parent prior to the absence. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g. – music and physical education classes), the student may not be able to achieve the objectives of the unit or instruction as a result of

absence from class. A student going out of town or on a vacation would be included in this type of absence

- Disciplinary actions (e.g. – short-term suspension).
 - As required by law, students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom, if the effect of the missed assignments shall be a substantial lowering of the course grade.

Excessive Excused Absences:

- In the case of excessive excused absences that adversely affect the student's educational process, the district may initiate court petition procedures beginning with a parent conference and resulting in a petition.
- For the purpose of this policy, excessive excused absences may be defined as excused absences exceeding fifteen absences in a school year.

Perfect Attendance:

- Students will receive a "Perfect Attendance Certificate" if he/she has no absences (excused or unexcused) for the entire school year.
- A full day absence is missing more than three hours in a day.
- Students with daily tardies in excess of seven will not be eligible for this award.
- School-related absences (field trips, music, athletics, knowledge bowl, etc.) will not count as an absence.

Unexcused Absences: The following 3 categories constitute unexcused absences:

- Submitting a signed excuse that does not constitute an excused absence as defined previously
- Failing to submit any type of excuse statement, by a phone call or note, by the parent/guardian within two school days of the absence
- Forged or altered notes.

Tardy:

- Students who are late to school should bring a note from their parent or guardian. They then need to go directly to the office upon arrival at school to get a class admission slip.
- This is a "daily tardy".
- Tardies that result from illness, doctors' appointments, or any other reason previously given in the excused absences section, will be considered excused.
- Tardies that result from any other reason are considered unexcused.
- See Discipline Matrix (pg. 15) for consequences for tardies.
- Students that arrive at school later than 9:15 will be counted as absent for a half day.
- Students picked up prior to 2:10 will be counted as absent for a half day.

Permission to Leave Class:

- Students are to report to class and get a permission slip from their teacher before going anywhere outside the classroom.
- Under no circumstances are students to leave class without teacher permission.

Truancy:

- Students are truant when they willingly leave the campus during the school day without permission or do not attend class.
- Truant students will be disciplined.
- Law enforcement may be called for the protection of the student.

BECCA Law Information:

- If students have an unexcused absence, the school will notify parents or guardians.
- If he/she has two unexcused absences in a month, the school will schedule a conference with the student and his/her parents or guardians to determine a plan to stop the unexcused absences.
- If a student has seven unexcused absences in a month or ten in a year, the school will file a petition with the juvenile court alleging a violation of RCW 28A.225.015.
- The family will be required to attend a Community Engagement Board review and receive a summons to appear in court where a judge determines what actions to take.
- See BECCA Flow Chart at the end of the handbook.

SCHOOL VISITORS

Campus Visits:

- Parents or guardians are always welcome to visit the school.
- Volunteers are welcome in the classroom to assist with the academic, social, and emotional growth of the students.
- Volunteers are under the supervision of the teachers and must follow through with the expectation of the teachers' outline for each volunteer.
- Volunteers should arrive and depart on schedule since timing is critical for effective classroom operations.
- If a visitor would like to visit the classroom for observation purposes, the time shall be arranged after the principal has conferred with the teacher.
- Volunteers should **not** bring children with them.

Background Checks:

- If someone wishes to volunteer in the school or chaperone a field trip, a background check is required.
- Forms are available in the elementary/middle school office.

School Safety:

- Security and safety demand all visitors report to the office before going anywhere else in the building and again when leaving school.
- All visitors must obtain a visitor pass.

The principal reserves the right to limit parent/legal guardian visitation at his discretion if the educational process and/or safety of the campus is disrupted. Due to safety concerns, our campus will not allow student visitors. Please do not send a visitor to school with your child.

COMMUNICATION INFORMATION

Skyward:

- Onalaska School District is committed to enhancing communication with parents and

guardians. With this in mind, the District will continue to use Skyward Family Access, a web-based program that allows parents/guardians to look up information contained in the District's student information system regarding their child. Guardians will be able to see not only demographic information, but also food service statements, upcoming events, and messages posted by teachers and administrators.

- A step-by-step guide is available to assist you with this system. Newly enrolled students will have guardian usernames and passwords created upon enrollment. Please protect your username and password.
- A monthly school newsletter will be published for staff, students, and parents. This publication will update you on current school issues, highlight achievements, and notify you of school activities.
- We have included an email list for your convenience. Please feel free to email teachers about questions or concerns you may have involving your child's academic progress. This is an efficient way to communicate with your child's teacher. They can e-mail assignments and progress reports to you directly. You may include your email information on your personal information card at the office.
- Any organization outside of the school that wishes to recognize students must make a written request to the principal. If it is accepted, it will be read in the morning announcements. If there are any accompanying certificates, letters, or trophies, they will be temporarily added to the school's display case.

Messages to Students from Home:

- While we are happy to deliver critical messages from you to your child during the school day, please be aware of the fact that any messages called in or left on our school voice mail may not reach your child before school ends.
- PLEASE make after-school arrangements with your child before sending them to school in the morning.

CLASSROOM INFORMATION

Classroom Placement:

- It is the responsibility of the building principal in cooperation with the current teacher to determine which classrooms, and therefore, which teachers the students will be placed with the following year.
- In the best interest of students, the priority in organizing those classrooms will be guided heavily by student needs using the following: iReady benchmark data, classroom-based assessments, and the student's ability to meet state standards.
- Other indicators that we consider are equalization of skill levels, gender balance, overall academic success, classroom behavior, and any special needs requirements that may vary from special education support to the clustering of highly capable students.
- Input from any school staff who may have observed the students is collected and pooled.
- The placement protocol considers equalizing class balance and consequently, teacher names are not identified in the process.

Field Trips:

- Parents wishing to chaperone a field trip must complete a volunteer background check.
- Siblings cannot attend grade level field trips.
- For safety and liability reasons it is expected that students travel to and from the field trips on the school bus. A student may be released from a field trip to ride home **with his/her parent or guardian only**, provided that a dated, written release has been received and personal contact has been made with the teacher at the field trip site. The parent/guardian

must sign the student off the bus with the teacher on the field trip, before leaving the group.

- Parents are expected to provide their own transportation to the field trip.

Lockers:

- Lockers are for fifth grade students to use, but are the property of Onalaska Elementary School and should be kept clean.
- Because lockers are the property of the school, possible search and inspection can happen at any time.
- Combinations should never be shared.
- Students should not change lockers without getting permission from the office.
- Kicking or jamming lockers or giving your personal combination out to other students may result in a loss of locker privileges.

PERSONAL ITEMS

Electronic Usage:

- Office phones are available as needed.
- During the school day, students will not be allowed to come to the office to make a phone call without the teachers or staff permission.
- Cell phones, electronic entertainment devices such as game systems, tablets, and iPods are not allowed to be out and/or used during school hours.
- The school is NOT responsible for personal items that are lost, stolen, or damaged.

Label Personal Items:

- Please label all personal items that your children bring to school.
- These would include: coats, sweatshirts, sweaters, boots, backpacks, lunch boxes or bags, gloves, etc.

Lost and Found:

- Every year we accumulate lost jackets, sweaters, and other items.
- Please mark all such clothing so we may return the items to the proper students.
- Lost articles may be claimed in the lost and found area located in the elementary school.
- Those items not claimed will be donated to a local charity at the end of each quarter.

Bicycles/Skateboards:

- Bikes can be locked at the bike rack in front of the school.
- Skateboards, wheelies, and rollerblades should not be used on school grounds.
- A safety helmet is recommended.
- The bike rack is off limits during the school day.

Contraband:

- Inappropriate items such as magazines, trading cards, toys, and other items that can be a distraction should not come to school.
- Any item that causes disruption to the education process may be confiscated.
- Items will be returned to a parent/guardian when he/she comes in for a conference or to the student at the discretion of the school administrator.
- The school is not responsible for personal items that are lost, stolen or damaged.

CAFETERIA

Meal Charging is a privilege provided by the district. To help keep the burden low on the district, please repay your charges as promptly as possible. Payments can be made: Online through SkyWard Family Access, at each School Office or to a Child Nutrition Cashier. School Messenger will call a minimum of twice a week when a student's meal account is negative. Students are allowed to charge up to 5 times. If you can not pay after 5 charges please contact Jerry Carlson, Child Nutrition Director or provide your child with a lunch. Charging is

not allowed for Off-Campus Students, Adults and a la Carte.

BEGINNING IN THE 2023-2024 SCHOOL YEAR, ALL MEALS ARE FREE

- To help continue this program, and to allow for funding in other programs;
 - We urge families to complete the family income survey.
 - Please take time to complete and return the family income survey.

TRANSPORTATION

School Bus:

- Students can be removed from the bus for not following the rules set by the bus driver and the school.
- Students may not switch buses without a parent/guardian note or phone call.
- Any bus changes should be listed on the bus notes provided each day from the school.
- Bus changes must be called into the office **before** 2:00 pm.
- School rules apply on the bus and at the bus stops.

Expectations: The expectations of the bus are as follows:

- The bus is an extension of the classroom and should be treated as such.
- In order to avoid choking hazards, no eating or drinking on the bus. This includes gum and candy.
- No floral arrangements or balloons can be transported on the bus. Please make arrangements to pick up the items from the school should your student receive such a delivery.
- Noise needs to be kept to a minimum. Communication between students is necessary and welcome but should be kept within a level of 1 to 2. Students need to be able to hear the driver and the driver needs to be able to hear students and emergency sirens.
- If you are assigned a seat you must remain in it until your stop. No seat hopping. Once you have entered the bus please go to your seat and prepare for departure. You must sit facing forward and keep the aisle clear at all times.
- If there is trash in your immediate area please pick it up and dispose of it in the trashcan provided.
- Respect others by keeping your hands and feet to yourself.
- Do not throw anything for any reason.
- No cursing or offensive language. This also includes gestures.
- DO NOT touch any emergency equipment unless asked to do so.
- DO NOT open emergency doors unless asked to do so.
- DO NOT open the overhead emergency hatches unless asked to do so.

There will be periodic emergency drills. During the drill, students will be taught the proper way to evacuate, proper use of emergency equipment including a fire extinguisher and roadside triangles. A brief description of the body fluid and first aid kit will be explained and the procedure for opening the overhead hatches will be demonstrated.

HEALTH AND WELLNESS

Illness, Communicable Diseases, and Parasites:

- Please notify the school if your child should contract a communicable disease, such as head lice, fifth's disease, measles, MRSA, or chicken pox.
- If your child attends school with head lice, he/she will be sent home.
- A notice is sent home with the student explaining the situation and how the child may return to school.
- Head lice are a common problem that can be kept in check if the school and parents work together cooperatively.
- Students who are sent home for head lice need to come to school with their parent and be checked before going to class.

Illness at School:

- Students who become ill during the school day are to report to the main office immediately.
- Parents will be contacted to pick up their children who have a fever, are vomiting, or otherwise cannot stay at school.
- These students will not be allowed to return to school for 24 hours after symptoms are no longer present.

Medicines:

- The parent and physician must complete medication forms if a child is to take medication of any type, including over the counter during school hours.
- All medication (including over the counter) and completed forms must be turned into the office.
- Office staff will supervise the administration of the medication.
- Copies of the required form may be picked up in the office.
- Please do not send your child to school with any medication. It may get into the wrong hands.
- Parents must personally drop off any medication in the office in the original container.
- Permission to dispense medication must be renewed annually by parent/doctor.
- Please pick up unused medications at the end of the school year.

Human Growth and HIV-KNOW Curriculum:

- Each year the 5th grade class is presented information concerning HIV/AIDS Prevention, and Human Growth and Development in the classroom setting.
- Parents are able to view the curricula, and/or opt their children out of the class(es).
- Notification will be sent home via mail, given as handouts at parent-teacher conferences, and communicated through Alert Now prior to the class being taught.
- You can find a document outlining the OES procedures for lesson presentation at the end of this document.

Insurance:

- Our school district offers an optional student insurance plan.
- We will send home information on this plan soon after school starts.
- If you do not have insurance coverage on your child, we urge you to review this policy.

DRESS CODE

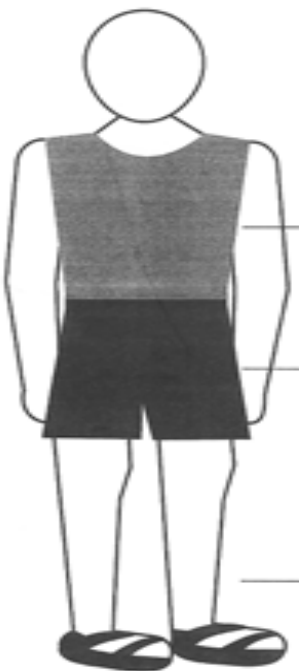
How to Dress: In general, students should dress in neat, clean appropriate clothing that does not disrupt the educational process. This specifically includes the following:

- Pants with frayed hems or holes may not be worn until mended.
- Clothing must fit properly – “baggies,” saggies,” “slouchies,” or 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. Shirts longer than the palm of your hand must be tucked in.
- Tops and bottoms must be worn at all times.
- Clothing must be modest and appropriate for the school setting – no bare midriffs. Underwear may not be visible.
- Shorts and skirts must be at least to your longest fingertip in length.
- No Tank top with straps less than 2” wide at any point or that allow bra straps to show.
- Shoes must be worn at all times. No heelies or cleats will be permitted.
- Baseball style hats or a warm hat is permitted to be worn in school. The hat must be worn with the hat bill to the front. Any decorations/advertisement must be school appropriate. If the hat becomes a distraction it will be confiscated by the staff. All other hats are worn at special school events.

The principal reserves the right to add more dress code stipulations as fashions change during the year.

- If a student’s attire is deemed inappropriate, and the situation cannot be remedied by covering up, by turning a shirt inside-out, or by adding a belt, the parent/guardian will be responsible for bringing a change of clothing to the school office where the student will be waiting.

The shaded portion of the following figure represents front and back views. These portions (sitting, standing, bending, and reaching) must be covered while attending school.



PBIS AND DISCIPLINE

Positive Behavior Interventions Supports (PBIS): One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. We have implemented PBIS at OES to create the best educational environment possible.

PBIS Behavior Expectations:

- Be Respectful
- Be Responsible
- Be Safe

Respect and responsibility for SELF mean: I do my best and make good choices, play and work safely, and take good care of myself.

Respect and responsibility for OTHERS mean: I treat others as I wish to be treated, with kindness and compassion. It means I accept differences in others and value those differences.

Respect and responsibility for PROPERTY mean: I take care of our school and our materials. It means I clean up after myself, and help others take care of our home, school, and community.

Where School Rules Apply

- While on school and district premises;
- While on school owned, operated or chartered buses;
- While at any school district activity (sports, plays, dances, field trips etc.)
- While walking between school and home.

An Important Reminder: In life, natural consequences face us each day, in every decision we make. School is a safe place where children learn which decisions are the most productive: those which produce positive natural consequences. Thus, even play and social situations are vast learning grounds for making good decisions. Therefore, the logical 'natural consequences' are used when less positive decisions are made. This could include being "out", receiving a short time-out, a conference with a supervisor, the counselor, teacher, or sometimes the principal. All of these consequences have the same positive goal: to help each child learn to make good decisions.

Onalaska Elementary Behavior Expectations:

Bathrooms	Keep water in the sink.	Clean up after self.	Take nothing in or out with you.
	Use soap and water for washing hands.	Give privacy to others.	Use bathroom equipment correctly.
	Put used towels in the garbage.	Use quiet voices.	Flush toilet.
	Walk.		
Playground	Food free zone.	Use a conflict resolution system.	Bring in play equipment.

	Follow the rules when using the equipment.	Line up when the whistle blows.	Follow adult directions.
	Rocks stay on the ground.	Be kind to the equipment and balls.	Follow game rules.
	Report dangerous situations.	Include everyone.	Only leave the playground with permission.
Classrooms	Teachers define what is safe, respectful and responsible for each classroom. Examples: keep hands and feet to ourselves.	Take care of books, desks, and chairs.	Turn in all assignments on time.
Dining Hall	Feet on the floor while seated.	Allow others to sit next to you.	Clean up after yourself.
	Report spills.	Wait patiently in line.	Leave tables and floor clean: food stays in the lunchroom.
	Eat your own food.	Use inside voices.	Dump/stack trays nicely.
		Use good manners.	Do not throw food.
Assemblies/Special Events	Sit in the assigned area.	Keep your feet still.	Focus on the presentation.
	Elementary sits on the floor.	Use appropriate voices.	Leave a good impression on the presenter.
	Walk into the gym in an orderly fashion.	Use audience manners.	
Computer Lab	Keep your hands, feet, and objects to yourself.	Access only your files.	Drink/food free zone.
	Enter the area only when an adult is present.	Quiet voices.	Use equipment and materials correctly.

		Wait patiently for help.	Do not change computer settings.
		Help others learn.	Leave the area neat and in order.
		Touch only your keyboard.	
Library	Keep hands, feet, and objects to yourself.	Put books back on the shelf.	Drink/food free zone.
	Walk	Quiet voices.	Sit at the table or in the designated area to read.
	Do not climb on or under shelves.	Wait patiently for check-out	Leave the area neat and clean.
			Put returned books inside the bin.
Hallways	Walk on the right side of the hall.	Walk quietly.	Walk directly to your destination.
	Walk with hands at sides.	Yield to younger children and adults.	
	Walk single file	Hold doors open.	
	Face forward.	Leave space between you and other students.	
Bus Area	Walk at all times.	Use kind words and actions.	Follow adult directions.
	Wait calmly in line until the bus driver directs you to board.		Go directly to the destination.
	Keep hands and feet to self.		Manage your behavior on the bus.
	Follow the bus rules and guidelines.		Drop off your bag and get in line to go to the morning meeting or breakfast.

	Be on the playground or in the commons with staff.		
Pick Up/Drop Off	Wait quietly.	Stand patiently.	Wait with the teacher.
	Wait with an adult until the parent arrives.	Keep hands and feet to self.	Watch for your parent or guardian.

Discipline Guidelines and Procedures:

- All students will be expected to abide by all the school expectations.
- When a student breaks a rule, he/she can expect to be disciplined.

The following is a discipline matrix that will be used to guide all decisions on student discipline:

	Behavior	Minimum Action	Maximum Action
Level 1	Truancy/Tardies Disruption Disrespect Insubordination Substitute Referral Lying Dress Code Electronic Devices/Laser Matches/Lighter(Possession) Inappropriate Language/Vulgar Public Display of Affection Technology Violation (Minor) Bus Misconduct Accomplice Gambling Cheating/Plagiarism Forgery Horseplay/Unsafe Behavior Other	Lunch Detentions, In-School Suspension, Community Service	Short or Long-Term Suspension or Alternative Placement

Level 2	Aggressive/Unsafe Behavior Defying School Authority Gambling Leaving Campus without Permission Pornography Lewd Conduct Substitute Referral Vandalism Malicious Mischief Matches/Lighters Fighting Blackmail/Extortion/Coercion False Alarm Technology Violation (Major) Theft/Possession of Stolen Property Threats Tobacco Other	In-School Suspension, Short-Term Suspension	Short or Long-Term Suspension or Alternative Placement
Level 3	Assault Harassment Intimidation Bullying Arson or Attempted Arson Bomb Threat Possession/Use of Drugs/Alcohol Possession /Use of Weapon (RCW 9.4.280) Distribution/Sale of Drugs/Alcohol Explosive Devices Any other action deemed life-threatening or actions that could adversely affect the welfare of a student(s) or educational process.	Short-Term Suspension, Emergency Expulsion, Long-Term Suspension, or Expulsion	Short or Long-Term Suspension, Expulsion

- A behavior contract may be required upon return from any suspension.
- Any continuing offense may be considered Defiance and treated as a Level 3 offense.
- Police *may* be called with a Level 3 offense
- Any offense not listed in the matrix will be leveled accordingly as “Other”.

The Administration reserves the right under certain or special circumstances to circumvent the Discipline Matrix when deemed necessary.

DEFINITION OF DISCIPLINE OPTIONS: The disciplinary actions listed below will be applied at the discretion and with the professional judgment of the school administrators.

THINK TIME FORM: Student reflection in an assigned area for 10 minutes up to the remainder of the class period.

RESTITUTION: The act of making good or compensating for loss or damage.

LUNCH DETENTION: during student's lunch on the date assigned. The student will be provided with lunch from the cafeteria or may bring lunch from home. Students must report to LD at the bell.

IN-SCHOOL SUSPENSION: An intermediate step to out-of-school suspension - 1 -3 days (WAC 180-40-210).

SHORT-TERM SUSPENSION: Removal of a student from school for a period of 1 – 10 days (WAC 180-40-245).

LONG-TERM SUSPENSION: The removal of a student for a period of 10 – 90 days (WAC 180-40-260).

EMERGENCY EXPULSION: The removal of a student from school for an indefinite period of time (WAC 180-40-210)

COMMUNITY SERVICE: The staff, students, and parents take great pride in the beauty surrounding Onalaska Elementary School. There are sometimes volunteer opportunities to help restore and beautify OES.

DRUGS AND ALCOHOL: Students under the influence of, possession of, use of, sale of, sharing or distribution of drugs, alcohol, or any other controlled substance is strictly prohibited on school grounds and at all school-sponsored activities. This also includes drug paraphernalia and/or vaping tools/liquids. Any item purported to be alcohol/tobacco/drugs may result in discipline.

TOBACCO: Per state and federal law and school board policy, tobacco products are not allowed on campus or within two blocks of campus, on any district property, including district vehicles and athletic fields. Use or possession of tobacco products will result in cumulative disciplinary action. The use of tobacco products is defined as carrying or smoking of any kind of pipe, cigar, cigarette, or the use of smokeless tobacco.

INCIDENT REPORTING: Students should report any incident they believe affects his or her ability to learn in a safe environment to an adult they trust. Upon receiving the report, the administrators will review the incident and take any necessary actions to remedy the situation. If the incident involves harassment, intimidation, or bullying, a report will be filed with the administrators and immediate action will be taken to protect anyone involved. If a student is not sure of an incident, they should report it anyway.

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 (PDF Form Link) 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: Brenda Padgett bpadgett@onysd.wednet.edu that supports prevention and response to HIB.

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

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

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

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

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

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

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 District Nondiscrimination Statement.

What is sexual harassment?

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

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

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

To review the district’s Sexual Harassment Policy 3205 and Procedure 3205P, visit BoardDocs on our district website.

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: Brenda Padgett, Superintendent, District Office 540 Carlisle Ave, Onalaska, WA 98570, bpadgett@onysd.wednet.edu, 360-978-4111, ext. 6699

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Brenda Padgett, Superintendent, District Office 540 Carlisle Ave, Onalaska, WA 98570, bpadgett@onysd.wednet.edu, 360-978-4111, ext. 6699

Concerns about disability discrimination:

Section 504 Coordinator: Wade Pilloud, Principal, 540 Carlisle Ave, Onalaska, WA, wpilloud@onysd.wednet.edu, 360-978-4111, ext. 4099

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Brenda Padgett, Superintendent, District Office 540 Carlisle Ave, Onalaska, WA 98570, bpadgett@onysd.wednet.edu, 360-978-4111, ext. 6699

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 Board of Directors 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 an HIB complaint – what will my school do?

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

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

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- 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

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 [Gender Inclusive Schools]. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 22.

WEAPONS

Possessing dangerous weapons on school facilities—Penalty—Exceptions. RCW 9.41.280

*** CHANGE IN 2019 *** (SEE 5432-S2.SL) ***

(1) It is unlawful for a person to carry onto, or to possess on, public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:

- (a) Any firearm;
- (b) Any other dangerous weapon as defined in RCW 9.41.250;
- (c) Any device is commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- (d) Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- (e) Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or
- (f)(i) Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emits an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse; or
- (ii) Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse.
- (2) Any such person violating subsection (1) of this section is guilty of a gross misdemeanor. If any person is convicted of a violation of subsection (1)(a) of this section, the person shall have his or her concealed pistol license, if any revoked for a period of three years. Anyone convicted under this subsection is prohibited from applying for a concealed pistol license for a period of three years. The court shall send notice of the revocation to the department of licensing, and the city, town, or county which issued the license.

Any violation of subsection (1) of this section by elementary or secondary school students constitutes grounds for expulsion from the state's public schools in accordance with RCW 28A.600.010. An appropriate school authority shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation.

Upon the arrest of a person at least twelve years of age and not more than twenty-one years of age for violating subsection (1)(a) of this section, the person shall be detained or confined in a juvenile or adult facility for up to seventy-two hours. The person shall not be released within the seventy-two hours until after the person has been examined and evaluated by the designated crisis responder unless the court in its discretion releases the person sooner after a determination regarding probable cause or on probation bond or bail.

Within twenty-four hours of the arrest, the arresting law enforcement agency shall refer the person to the designated crisis responder for examination and evaluation under chapter 71.05 or 71.34 RCW and inform a parent or guardian of the person of the arrest, detention, and examination. The designated crisis responder shall examine and evaluate the person subject to the provisions of chapter 71.05 or 71.34 RCW. The examination shall occur at the facility in which the person is detained or confined. If the person has been released on probation, bond, or bail, the examination shall occur wherever is appropriate.

Upon completion of any examination by the designated crisis responder, the results of the examination shall be sent to the court, and the court shall consider those results in making any determination about the person.

The designated crisis responder shall, to the extent permitted by law, notify a parent or guardian of the person that an examination and evaluation has taken place and the results of the examination. Nothing in this subsection prohibits the delivery of additional, appropriate mental health examinations to the person while the person is detained or confined.

If the designated crisis responder determines it is appropriate, the designated crisis responder may refer the person to the local behavioral health organization for follow-up services or the *department of social and health services or other community providers for other services to the family and individual.

(3) Subsection (1) of this section does not apply to:

- (a) Any student or employee of a private military academy when on the property of the academy;
- (b) Any person engaged in military, law enforcement, or school district security activities. However, a person who is not a commissioned law enforcement officer and who provides school security services under the direction of a school administrator may not possess a device listed in subsection (1)(f) of this section unless he or she has successfully completed training in the use of such devices that is equivalent to the training received by commissioned law enforcement officers;
- (c) Any person who is involved in a convention, showing, demonstration, lecture, or firearms safety course authorized by school authorities in which the firearms of collectors or instructors are handled or displayed;
- (d) Any person while the person is participating in a firearms or air gun competition approved by the school or school district;
- (e) Any person in possession of a pistol who has been issued a license under RCW 9.41.070, or is exempt from the licensing requirement by RCW 9.41.060, while picking up or dropping off a student;
- (f) Any non-student at least eighteen years of age legally in possession of a firearm or dangerous weapon that is secured within an attended vehicle or concealed from view within a locked unattended vehicle while conducting legitimate business at the school;
- (g) Any non-student at least eighteen years of age who is in lawful possession of an unloaded firearm, secured in a vehicle while conducting legitimate business at the school; or
- (h) Any law enforcement officer of the federal, state, or local government agency.

(4) Subsections (1)(c) and (d) of this section do not apply to any person who possesses nun-chu-ka sticks, throwing stars, or other dangerous weapons to be used in martial arts classes authorized to be conducted on the school premises.

(5) Subsection (1)(f)(i) of this section does not apply to any person who possesses a device listed in subsection (1)(f)(i) of this section, if the device is possessed and used solely for the purpose approved by a school for use in a school authorized event, lecture, or activity conducted on the school premises.

(6) Except as provided in subsection (3)(b), (c), (f), and (h) of this section, firearms are not permitted in a public or private school building.

(7) "GUN-FREE ZONE" signs shall be posted around school facilities giving warning of the prohibition of the possession of firearms on school grounds.

PESTICIDE NOTIFICATION, POSTING, AND RECORD KEEPING: Upon request, the district will provide notification to staff and parents of the district's pest control policies, methods, and its posting and notification requirements.

The Superintendent is directed to develop procedures to assure that the District complies with the requirements of the law regarding pesticide notification, posting and record keeping. The District's procedures for notification will include posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage.

Onalaska School District

DISCRIMINATION Onalaska 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:

Civil Rights Officer: Mrs. Brenda Padgett, bpadgett@onysd.wednet.edu, 540 Carlisle Ave., Onalaska, WA 98570. 360-978-4111 x5

Title IX Officer: Mrs. Brenda Padgett, bpadgett@onysd.wednet.edu 540 Carlisle Ave., Onalaska, WA 98570. 360-978-4111 x5

504 Coordinator: Mr. Wade Pilloud, wpilloud@onysd.wednet.edu 540 Carlisle Ave., Onalaska, WA 98570. 360-978-4111 x504