

25-26

Oakville Elementary

Student Handbook

make kindness normal

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welcome!

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Welcome to Oakville Elementary School! Our handbook is a document that covers our expectations, rules, and policies that govern students, staff, parents/guardians and visitors within the Oakville Elementary School community. We are committed to providing for the welfare of and respecting the rights of each individual. All policies will be administered fairly and equitably, and each person will be given the opportunity to be heard.

Oakville Elementary has made a commitment to the academic success of each and every one of our students. This year and every year we will do all we can to make sure that ALL our students achieve one years growth in math, english language arts and social emotional learning.

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

Oakville School District Mission:
The mission of the Oakville School District is to provide a well-rounded education that will develop students into lifelong learners. Our mission allows student opportunities to grow into respectful, caring and positive citizens.

Nondiscrimination Policy:
OAKVILLE SCHOOL DISTRICT NO. 28 does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:
Section 504 Coordinator: Rich Staley, Superintendent, rstaley@oakvilleschools.org
Title IX Officer and Civil Rights Compliance Coordinator, Melody Bedford,
HR/BusinessManager, mbedford@oakvilleschools.org
Address: 103 School Rd., Oakville, WA. 98568
Telephone Number: (360) 273-5946

Key Information

welcome to

Oakville Elementary

OFFICE PHONE NUMBER: 360 273 5946

OAKVILLESCHOOLS.ORG

Hours

- **REGULAR 8:00 -2:45**
  - MON, TUES, THURS, FRI
  - DROP OFF STARTING AT 7:45
- **LATE START 10:00-2:45**
  - WEDNESDAYS
  - DROP OFF STARTING AT 9:45
- **EARLY RELEASE 8:00-1:30**
  - BEFORE HOLIDAYS- SEE DISTRICT CALENDAR
  - DROP OFF STARTING AT 7:45

Communication

- Remind is our primary method of communicating with families. There is an app, SMS, or website available.
- Teachers will send out a weekly newsletter every Friday on Remind
- Please contact the OES office if you need to be added your child's classes

Attendance

Please call the office when your child will not be at school

Children are considered tardy if they arrive between 8:00-8:10.

if your child is tardy you need to sign them in. If your child is in Pre, TK, or Kinder you will walk them down to the primary building after signing them in.

Early Checkouts

Children are engaged in learning until the very end of the day. If your child has an appointment and needs to leave early please notify the elementary office.

Children will not be released between 2:30-2:45 unless it has been prearranged.

End of day

If there are changes to how your child goes home please notify the office before 2 PM on 2:45 release days or 12:45 on on 1:30 release days.

Any later than that and it makes it very challenging to get notes to the transportation department, your child, and the teacher.

Where to Pick your child up

- **pick up by car:** horseshoe loop or primary loop (Pre/TK students only)
- **pick up by walking:** horseshoe loop sidewalk by building

Please do not park in front of the new elementary building for drop off or pick up- as it creates a safety issue with cars backing up while busses are loading.

breakfast & lunch

- Breakfast and lunch are provided free to all children
- Breakfast is served starting at 7:45 AM on regular schedule and 9:45 on late start days
- There is no breakfast served on inclement weather late start days
- Menus are provided monthly via remind
- Please do not send caffeinated beverages to school with your child
- We are a peanut-free school

O	**Own your actions** • Take **responsibility** for your behavior choices and learning • be **honest** and accountable
A	**Act Respectfully** • Treat others, yourself and your environment, with **kindness**, and **respect** with both your words and actions
K	**Keep it safe** • Follow school rules to make sure everyone stays physically and emotionally safe

Communication

Emergency Closure or Late Start

In the event of inclement weather, adverse conditions, or other unforeseen emergencies forces a school delay or closure, information will be broadcast on the following:

- AM KXRO 1320 FM KDUX 104.7 FM KXXK 95.3 FM KSWW 102.1 FM KAYO 99.3
- The District Website at: www.oakvilleschools.org
- Facebook page: www.facebook.com/OakvilleSchoolDistrict
- You will also receive communication in the form of a robo call from Oakville SD
- Breakfast is not served on late start days due to inclement weather.

Family Conferences

OES has three conferences with parents and guardians throughout the school year. One prior to school starting, one in the fall and one in the spring. These conferences are vital to your child's success at school.

Communication with teachers

On Fridays your child's teacher will send out a weekly newsletter outlining important classroom and school information. These newsletters are sent via Remind. The Remind can be downloaded to any smart phone and is also accessible via a computer. Remind also allows for direct 2 way communication with your childs' teacher.

Please ensure you are signed up for Remind, for a list of codes to join your child's class please see the OES office. For security purposes this list is not available in public communications such as handbook, district website or on facebook.

REMIND

- Help Guide
- Website remind.com

Attendance

Attendance Policy:

Daily attendance and active participation are a critical part of the learning process and instructional goals at Oakville Elementary. Students and parents must accept full responsibility for regular school attendance. The following procedures are designed to help students learn responsibility and increase their Students are expected to attend all classes and arrive on time.

- **An absence is defined** as ANY arrival time after 9:00 AM for morning attendance and anytime after 1:00 PM for afternoon attendance. Note that students who attend less than 50% of the school day will be considered absent for the full day.
- **Parents/guardians are to provide a valid excuse for student absences** by calling the Elementary School Office within 48 hours of the absence. (See Excused Absences below for a list of valid excuses.)
- **Students are expected to make up all work** missed due to absence from classes.
- **School-related activities that require a student to miss class** are automatically considered excused absences.
- **Pre-arranged absence forms** are an agreement between the school and a student's family in regards to a student's planned absence and should be completed and handed in to the office at least a week and no less than 48 hours prior to absences. Forms are available in OES office. Please note that submitting a form does *not* guarantee that the absence will be excused. The principal will utilize state guidelines to determine whether to excuse the absence. (See Excused Absences below for a list of valid excuses.)

Attendance Procedures

- **When a student is absent for any amount of the school day**, the student's parent/guardian must call the OES Office or send a note stating the reason for the absence. (Without a note, a phone call from a parent or legal guardian or an appointment note, the absence will be considered unexcused.)
- **When a student needs to leave campus during the day**: PRIOR TO LEAVING he/she must check out of school with the OES Office and must provide a note or phone call from the parent or guardian. This includes students leaving at lunchtime and not returning for the day.
- **Students in athletics or school activities**, such as drama productions, must be in attendance at school for the entire school day to be eligible to turn out for practice or participate on that day. Medical or dental appointments require a note from the provider's office. Family emergencies can be excused through administration.

Teacher Attendance Procedures

- Teachers will record absences each period in the Skyward attendance system.
- Teachers will begin taking attendance at 8:00 AM and 12:00 PM.
- Parents/guardians of any student with an unexcused absence will receive a phone call, text, or email regarding the absence • Teachers will allow one day in addition to the number of days absent for make-up work. Students may appeal to teachers for extensions.

Checking Out of School Procedures

Students are engaged in learning until the end of the day. Picking up your child early from school causes a disruption to their learning. Students who are picked up early without an excusable reason such as a doctors appointment will be marked unexcused.

If a student has reason to leave school during the school day, he/she must have parental permission. This permission can be obtained with a note from the parent brought into the office prior to or on the day of the dismissal. If a student does not have a note, he/she must come to the office and call his/her parent/guardian for permission to leave campus. All students must check into the office immediately upon return to school. The attendance secretary will determine if the dismissal is to be excused or unexcused. Students leaving campus without checking out will be considered skipping school and be required to serve one day of in-school-suspension.

Illness

If a student becomes ill in school, he/she is to report to the office. Office personnel will decide what should be done. An attempt will be made to contact the parent in the event the student should leave school early. Students must not leave the building because of illness without authorization: to do so will be an unexcused absence.

Excused Absences

As defined by the Washington State Office of the Superintendent of Public Instruction (WAC 392-400-325), the following are considered valid reasons for an excused absence:

- Participation in a district or school approved activity or instructional program
- Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry)
- Family emergency, including but not limited to a death or illness in the family
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction
- Court, judicial proceeding or serving on a jury
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview
- State-recognized search and rescue activities consistent with RCW28A.225.055
- Absence directly related to the student's homeless status
- Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion)
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity. The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

Unexcused Absences

As defined by Washington State Office of the Superintendent of Public Instruction, any absences not meeting the above criteria are considered unexcused absences.

- As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- The school will notify a student's parent or guardian by automatic dialing software whenever the student has failed to attend school at any time.
- After a student has 2 unexcused absences, the school will contact the parent/guardian to discuss the absence rate.
- Once a student has 5 unexcused absences, the school will set up an in person attendance meeting with the parent/guardian to create an attendance plan.
- After a student has 7 unexcused absences, the student and their parent/guardian may be required to attend a community engagement board or truancy court.

Pre-Arranged Absences

The building administrators may, upon a request by a student's parents/guardians, grant permission in advance for a student's absence, providing that such absence does not adversely affect the student's educational progress. These requests require prior administrator approval, meeting with the teachers, securing all assignments before the absence and adhering to all guidelines.

1. Submit the completed Pre-arranged Absence Request to the OES Office at least 48 hours prior to the absence.
2. Obtain all assignments from the teachers prior to the requested absence. These assignments are due the day the student returns to school. Upon returning to school, the student will be provided one calendar day for each school day absent to complete those assignments not provided to the student prior to the absence.
3. In some participation type classes/activities (i.e., physical education classes, etc.) a student's grade may be affected because of the inability to make up the activities conducted during a class period.

BECCA Law

Oakville Elementary abides by the Washington State BECCA Bill (Senate Bill 5439 codified at RCW 28A.225) for attendance. This law requires children ages 6 to 17 enrolled in public schools to attend school Monday through Friday, unless there is a good reason for being absent. The parent or guardian must excuse the absence by notifying the school. When students miss school and the absence has not been excused, the student can be considered truant. School districts have different rules and regulations about student attendance and how to excuse absences. Be sure to read the Oakville attendance policy outlined above. The Becca Bill requires schools and school districts take the following actions:

- One (1) unexcused absence. The school must inform the parent/guardian when there is one unexcused absence. This is often done by a "AutoDialer" phone call home.
- Two (2) unexcused absences. After two unexcused absences within a month, the school is required to request a conference with the parent/legal guardian and student to discuss the causes of the unexcused absences and solutions to prevent further absences.
- Seven (7) unexcused absences in one month. A referral to the Community Truancy Board to enter into a written truancy agreement with the family, where the parent/guardian, student and school agree on steps to resolve the attendance problem. In accordance with the Becca Law a truancy petition may also be filed with the juvenile court.
- Fifteen (15) unexcused absence in a school year. The school district is compelled to file a petition of truancy with the juvenile court and make a referral to the Community Truancy Board. If a Truancy Order is entered and then violated by the Student, the court will call for a Contempt Hearing and the student could be ordered to do community service or spend time in juvenile detention. The parent/guardian may be fined up to $25 for each day of unexcused absence. Schools must send the student a notice of the truancy court petition by certified mail with return receipt or by in-person delivery. The student and/or parent/legal guardian can be represented by a lawyer.

Family Involvement & Volunteers

Parent / Guardian Visits to School

Parents are encouraged to visit school whenever possible. If you would like to visit a classroom, please call ahead to make prior arrangements with your child's teacher.

Whenever parents visit the school building or playground, we require signing in at the office and picking up a visitor button or sticker. This identifies authorized visitors for our staff and students. If you have something to deliver to your child, please bring it to the office and we will see that your child gets it.

Volunteers

We welcome volunteers! Please complete this form to let us know you are interested in volunteering! All volunteers are required to complete a background check every school year. A completed form can be emailed to mmerriman@oakvilleschools.org or turned in at the OES office.

Donations

Donations are one of our favorite things! We will gladly accept nearly anything! Please contact the OES office to arrange a donation. You can also view the OES Wish List (tinyurl.com/oakgift) to see a current list of items we are in need of!

PTO Meetings

Our PTO meetings are open to ALL parents. They are scheduled for the second Thursday of each month at 6:00 PM. We are a joint PTO which means we have a Oakville High/Oakville Elementary School PTO. If you have children from either school, please join us for these monthly meetings. Please see the Oakville Community PTO facebook to stay up to date on upcoming events and meetings. https://www.facebook.com/OakvillePTO

Lost and Found

Please have your child check for lost items regularly. Unclaimed items are given to a local clothing bank at the end of each semester. We encourage students and parents/ guardians to label all items brought to school, especially coats and sweaters.



Every Friday OES students have a chance to win a trip to the prize cart. Throughout the week students turn in acorns for demonstrating our core Character Traits. If their card is drawn they get to pick a prize!



Students showing off prizes they earned, the majority of our prizes are donated by the community! See ideas for prizes at tinyurl.com/oakgift

Events

Student of the Month assemblies

are held at 2 PM in the main gym once a month. Parents/ Guardians are encouraged to attend, please check in at the OES office to receive a visitor pass.

- October 2, 2025
- November 4, 2025
- December 2, 2025
- February 3, 2026
- March 3, 2026
- April 3, 2026
- May 4, 2026
- June 2, 2026
- June 18, 2026 (or the last day of school in case of weather make up days)

Field Day

- June 17th (or the second to last day of school in case of weather make up days)

Music Concerts

Two music concerts are performed each school year, one in December and one in the spring. Students are encouraged to dress up for their performance.

- Winter Concert Wednesday, December 10th, 2025 at 6:30 PM in the Main Gym.
- Summer Concert Tuesday, June 9th, 2026 at 6:30 PM in the Main Gym.
  - For both, doors will open at 6:00 PM, and your student should be here by 6:20 PM.

Field Trips and Chaperones

Any individual that volunteers in the classroom or on a field trip will need to have a Washington State Patrol background check prior to the event. Please ask in the office for a form to fill out and provide a copy of a your identification card. Background checks need to be completed at least 24 hours in advance of a field trip. The use of tobacco, controlled substances and/or alcohol is strictly prohibited during school sanctioned activities.

Field Trip Expectations

Students that are taken off of school grounds for various field trip experiences are expected to display appropriate behavior. Any student that has received at least 2 behavioral referrals and/or has had more than one suspension may not be eligible to attend these experiences unless the parent has made prior arrangements with the classroom teacher. Principal/Administrator discretion may be used to guide decisions on individual student cases.

Any student not eligible to attend a field trip is allowed to attend school and will be provided instruction for the day.



Safety- Parking Lots

Entrances, Crossing Guards and Drop Off and Pick Up by car

If you need to escort your child into the school please use a parking spot and use the crosswalks and sidewalks. Following these guidelines will help ensure the safety of all people. Please help your child learn and follow these rules.

Drop Off and Pick Up by Car

OES utilizes two valet drop off loops primary loop (past the preschool playground) and the main horseshoe loop between the new OES building and MS/HS building off School Street.

Please follow these guidelines

1. Ensure your child is ready to quickly enter or exit your car
2. Stay close to the car in front of you to ensure as many cars as possible can fit in the loop
3. Before driving double check crosswalks are clear and there are no people around your car
4. Adults driving need to stay in their car, we will walk your child to the vehicle
5. People other than the parent or guardian picking up a child will need to show identification and the parent/ guardian needs to notify the office prior to a student being released to another adult
6. For safety reasons please do not park on School Street or in front of the main entrance to OES during arrival or dismissal

- ### Primary Loop

For: Families with a PRE or TK student Loop for vehicle drop-off and pick-up Parking available

MORNING: Pre & TK students arriving by vehicle

- **MORNING ONLY**: K-5 siblings of PRE or TK students may enter the building this way.
- **AFTERNOON**: PM Pick up in the primary loop is ONLY FOR PRE & TK. If you have another child in K-5 you will need to use the main horseshoe loop to pick up all of your children at the same time.

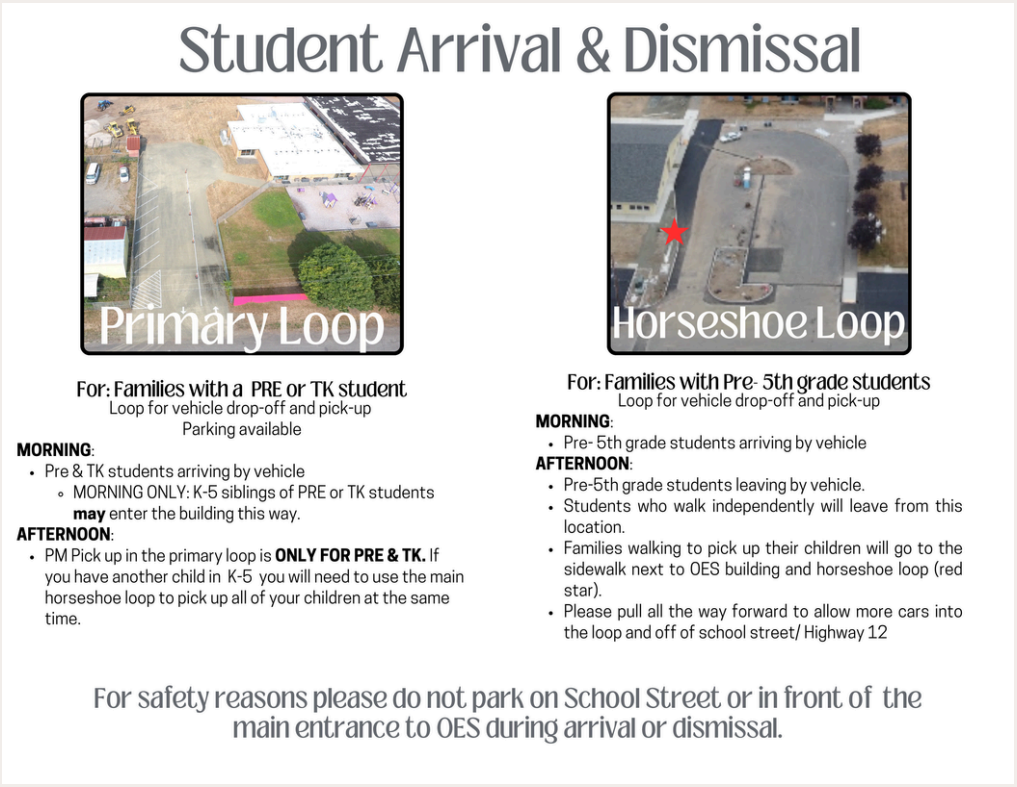
- ### Main Horseshoe Loop

For: Families with Pre- 5th grade students Loop for vehicle drop-off and pick-up

- **MORNING**: Pre- 5th grade students arriving by vehicle
- **AFTERNOON**: Pre-5th grade students leaving by vehicle. Students who walk independently will leave from this location. Families walking to pick up their children will go to the sidewalk next to OES building and horseshoe loop (red star).

Students walking to and from school with or without an adult

- **MORNING**: Students enter through the main double red doors on School Street
- **AFTERNOON**: Students exit from the door nearest the horseshoe loop. If you are walking to school to meet your child you will meet them there. Please stand in a line along side the building and a staff member will bring your child to you.



Safety- Health

Immunizations

Immunization requirements for attendance in Washington State Schools usually change annually. For the 2025-2026 school year these are the required immunizations:

o Hepatitis B
o Polio
o DTPT/Td/Tdap
o MMR
o Varicella

Parents may decline having their children immunized by signing an exemption form. For specific information about age requirements and dosages please contact our school nurse at (360) 273-5946

Administration of Medication

For your child's safety, state law requires that no medication can be given to students without orders from a physician. This includes over the counter medications. If your child is to take medication at school you must provide a signed doctor's authorization to administer medication. All medications must be kept locked in the nurse's office and in the medication's original container. Please do not send medication to school with your child. Parents must bring the medication to the school office and sign a medication inventory sheet. Trained and authorized school staff will administer the medication at the prescribed times.

Head Lice Procedure & Suggested Treatment Methods

If head lice or nits are found on your child you will receive a phone call. We strongly encourage parents to treat their student prior to returning to school to help reduce the spread of lice. Below are medically approved treatments:

Treatment

• Purchase a lice killing shampoo or cream and follow all directions exactly.
• Soak all combs and brushes in hot water (above 120 degrees F) for 10 min, or soak in lice killing shampoo
• Comb hair carefully, working in small sections of one inch or smaller. Use a magnifying glass to locate any nits, then use a fine tooth comb, tweezers, or fingernails to remove ALL nits. • Wash and dry all bedding, clothing, and other material items on HOT settings. Non-washable items must be plaed in dryer on HOT setting for approximately 30 minutes or sealed in a plastic bag for 10-14 days.
• Vacuum all furniture, mattresses, and flooring including any vehicles.
• Notify all persons who have recently been in contact with the affected person. • Examine and treat all family members that are or could have been exposed.

OES Expectations for Students

Cellphone policy

While on school property or while attending school-sponsored or school-related activities students must have their cell phone and/or electronic devices silenced and out of sight at all times. Students will not be allowed to carry their cell phones on their bodies during school hours. Cell phones need to be in student backpacks and/or lockers.
Students who violate this policy will be subject to disciplinary action according to Oakville School District Policy.

- First Offense: Cell phone will be reminded of the expectation and asked to put their phone in their backpack or locker
- Second Offense: Cell phone will be confiscated and returned to the student's guardian.

Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

Use of School Phones

Student use of school district phones for noneducational purpose is prohibited. Students should attend school prepared to learn. We do not allow students to use the phone to arrange after school activities. If you have an emergency and need to get a message to your child during the day, please call the office at 273-5946. For routine arrangements, please plan ahead and communicate directly with the OES office.

Student Dress Code

Acceptable dress and appearance is that which does not endanger health or safety, is not offensive to others, and is non-disruptive to the educational process.

- Clothing and jewelry may not advertise or promote the use of drugs, alcohol, tobacco, profane or suggestive language, or other obscenities.
- Shoes should be durable, and appropriate for running, playing and climbing at recess. For P.E. no open-toe shoes, flip-flops or platform shoes.
- Shoes must be worn at all times.
- Undergarments must be covered.

Spirit Days and Halloween

On spirit days and halloween students must follow the OES dress code. Costumes must not interfere with students ability to participate in normal school activities such as PE and recess. In addition to the student dress code the following rules apply:

- No overly scary or violent costumes or characters.
- No masks, hoods, or headpieces that hide the identity of the student or impact their ability to see.
- No weapons of any kind, including fake/toy weapons.
- Shoes must be worn.
- No inflatable costumes.

Breakfast and Lunch

Breakfast and lunch are served daily and are free to all students. Breakfast service starts at 7:45 AM on regular schedule days and 9:45 on Late Start Wednesdays in the OES cafeteria. If your child is planning on eat breakfast at school please drop them off prior to 8:00 AM on regular schedule and 10 AM on late start schedule so they have sufficient time to eat before teachers walk students to class at 8:05 AM or 10:05 AM on late start schedules. Students arriving after 8:05 and before 10 AM will be offered a grab and go breakfast when they arrive to school.

Food and Drinks from Home

- Oakville Elementary School students are not allowed to bring any type of energy drink or caffeinated beverage to school. These drinks can be dangerous to the health of children. Please refrain from sending non- caffeinated pop to school with your student as when it spills it creates a sticky mess.
- Allowed food and drink outside of breakfast and lunch are at the discretion of the teacher and students are expected to follow the classroom rules.
- Oakville Elementary is a peanut free school. Students may not bring or consume peanut products at Oakville Elementary.
- Students are allowed to bring in treats to celebrate their birthdays. Please communicate with your child's teacher before hand. Only store bought treats are allowed and they need to be peanut free.

Items from Home

Students may not bring any personal items to school that are not required for learning. The school will issue all playground equipment used on the playground. (balls, jump ropes, etc.). This is to ensure that personal property is not lost or damaged, and that students have equitable access to equipment at recess time.

OES Expectations for Students

Classroom Rules/Discipline Procedures

Each teacher is required to develop classroom guidelines and disciplinary procedures with their students and post them within the classroom. These guidelines and procedures will be communicated to students and parents through written or verbal communications.

Guidelines for Success

At OES, every student has the right to a safe, respectful, and engaging learning environment. No individual has the right to disrupt another's access to learning. Any behavior that is unsafe or interferes with another's students right to learn will result in appropriate disciplinary action, as we are committed to fostering a space where all students can thrive.

The following behaviors are not tolerated at Oakville School District and may result in suspension

- Elopement from Campus (leaving school grounds)
- Physical Assault with intent to hurt another
- Verbal Assault and/or Threat
- Major Disruptions to a Classroom Environment (yelling, threats, property destruction)
- Assault on OES staff member (physical or verbal)

Oakville Elementary School Expectations



Discipline Procedures

At Oakville School we strive to address incidents that occur at school and deal with them in an appropriate manner. Imperative to this process is prompt reporting of issues and concerns. It is the students' responsibility to ensure an adult is aware of any incidents that occur that haven't been observed. If a student doesn't feel the incident has been dealt with to their satisfaction, they have the option of reporting to the Principal where they can complete an incident report and it will be further investigated. Likewise, if a parent/ guardian hears of an incident from their child upon coming home from school and isn't aware of any adult intervention, they are encouraged to call the school and find out if there was a resolution to the problem. Please understand if the school is unaware of problems it is difficult to ensure that issues are dealt with and that students feel safe at school. It is important to us that concerns are dealt with promptly as they occur.

Discipline

Oakville Elementary School believes that discipline is a practice that enables students to make appropriate choices. Students, parents, and school personnel have a shared responsibility to create the best environment for learning. The school works closely with parents to help students make positive choices.

District policy and rules of conduct are applicable to all students in any program or activity. Rules and procedures govern the conduct of students to protect the health and safety of individuals and property, and ensure that a proper learning environment prevails in the classroom.

Our Discipline Matrix outlines how different types of behaviors are addressed, ranging from minor classroom disruptions to more serious violations. Teachers first use prevention strategies and classroom interventions to help students learn from mistakes. For more serious or repeated behaviors, consequences may include loss of privileges, counseling support, parent contact, or administrative action. Exclusionary discipline (such as suspension or expulsion) is only used when necessary, in accordance with state law, and always with a focus on student learning, safety, and restoration. Please review the the OES behavior matrix for more details.

Any student who violates or fails to follow school rules or regulations, or performs any act which naturally interferes with or is detrimental to the orderly operation of the school or classroom, threatens the safety of students or staff, or any other aspect of the education process shall be subject to discipline, suspension or expulsion, at the principal's determination. A threat assessment may be required prior to re-admission to school.

Suspensions/Exclusions/Expulsions:

A student on suspension/exclusion/expulsion is not allowed on any school campus in the Oakville School District or at any school district sponsored activity. Failure to comply with this regulation will result in further disciplinary action.

Pursuant to State Board of Education regulations, WAC 392-400-245, "any student who has been suspended shall be allowed to make application for readmission at any time." You may appeal any suspension in writing or orally to the Principal or district office.

In accordance with WAC 392-400-245, your child may make up the work he missed when he/she returns.

Following a suspension and/or exclusion a child and their parent/guardian must attend a re-intake meeting with the principal and teacher, this meeting will be set for the morning of their return to campus.

Bus Expectations

The following are excerpts from the Oakville Student Transportation Handbook. For more information and the full handbook please see the transportation page on the district website.

OakvilleSchools.org

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

- The driver is in full charge of the bus and passengers. Passengers must obey the driver promptly and willingly.
- Students shall ride their regularly assigned bus and be permitted to leave the bus only at their regular stop at all times unless permission has been granted by school authorities based on a note or phone call received from the parent/guardian with the alternative stop information. Present the note from the office to the driver upon entering the bus. Students shall enter and exit the bus in a safe, orderly fashion.
- Each student may be assigned to a seat in which they will be seated at all times unless permission to change is given by the driver.
- Students shall not throw anything out the windows, put any part of their body out of the windows, and are to assist in keeping waste off the floor. Students may not open the windows without permission from the driver. Once permission is obtained windows may be opened down to the mark indicated on the bus or instructed by the driver.
- Students are to remain in their seats. Students must sit with their bodies facing the front of the bus for safety. We have zero tolerance for bullying. Students are to keep their hands and feet to themselves, no hitting, touching or kicking, and keep their voice levels moderated.
- Students must not have sticks, breakable containers, any type of firearms/knives or straps & pins extending from clothing. Except for service dogs, no animal (reptile, fish, insect or fowl) is permitted on the bus.
- When the bus stops at a railroad crossing, there will be absolutely no noise or talking until the bus is completely across the tracks.
- Students must always cross in front of the bus in full view of the driver and only when the driver gives the signal to cross. Students must be in full view of the driver at all times.
- Students shall be on time. Bus policy is to be AT THE BUS STOP FIVE MINUTES EARLY and wait in an orderly manner. Bus drivers are instructed not to wait for tardy students. Drivers have set times that they need to be to the school by.
- No large, bulky items that can't easily fit on the student's lap or between the student's legs, or items that may break, cause injury to others, or distract the driver will be allowed on the bus. No blankets on the bus.
- Small CD players, iPods, MP3 or radios with headsets may be used as long as the sound does not disturb others or distracts the driver. No speakers. Headsets/Pods must be removed when boarding the bus and upon departure from the bus. Students may not wear headsets when crossing the road.
- Students are discouraged from bringing items of value (sentimental/monetary) onto the bus as their safety and integrity is not guaranteed.
- Cell phone use is discouraged. Ringers must be left off.
- When the bus is arriving or departing, students shall stand clear of the bus a minimum of six feet. Not to approach the bus to load until the service doors are open. For safety reasons, no student will be allowed to board or leave a bus once the buses begin to leave the school grounds unless permission is given by administration.
- Loose items such as baseballs, basketballs, soccer balls etc. will not be permitted on the bus unless they are placed inside a sports bag.
- Do not eat, drink or chew gum.
- Aisles are to be clear at all times. (This includes feet and legs)
- A parent/guardian or designated person must be at the bus stop to receive 2nd graders and younger students. If we are unable to reach parent/guardian students will be brought back to the school.

Bus Discipline Process

SIn the event it becomes necessary for a driver to discipline a student, the following procedures should occur:

1. Remember proper discipline is not a form of punishment but a means to instruct and help in correcting a student's behavior that is not in compliance with the rules and regulations set forth by transportation/district/OSPI/WSP policy. Discipline should always be handled in a fair and just way and not performed with anger.
2. Always verbally try to work with the student in order to bring about acceptable behavior. Cite the problem, explain that what they are doing is unsafe and not acceptable and note the consequences if the problem continues.
3.

Under NO circumstances will the driver make any contact or discuss any behavior or disciplinary action with parent/guardian at the bus stop.

STEP 1

If a student continues to misbehave after being warned verbally, the driver will issue the first referral, noting the infractions. After returning to the transportation department, the driver is then required to check off all regulations that have been violated on the form. Clearly state what the student did, then sign and date the referral form and turn it into the Transportation office for processing. Driver will call the parent/guardian to follow up with them regarding the behavior and referral. Documenting the date and time of the conversation on the form. The parent/guardian will be informed that if the student continues to misbehave another referral will be issued, more referrals may result in a 2 to 5 school day suspension of all bus riding privileges.

STEP 2

If it becomes necessary for a second referral, the driver will follow the same steps as in step one. Notify the parent/guardian by phone stating the infraction and explain the consequences.

STEP 3

If after a student has been temporarily excluded from all buses and the student continues to misbehave, the student will be issued another referral. A conference may be scheduled with transportation personnel, driver, parent/guardian and student to resolve the situation and make a plan for moving forward when student returns to riding the bus.

Emergency Exclusion From Bus:

Immediate exclusion of student from all bus riding privileges may occur depending on the severity of the infraction. The Transportation Director reserves the right to modify a student's bus exclusion based upon factors such as, but not limited to, grade level, special needs and/or other mitigating circumstances.

Harassment, Intimidation, and Bullying

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and community members that is free from harassment, intimidation, or bullying. As defined in legislation, "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A 642.010, or other distinguishing characteristics, when an act:

A. Physically harms a student or damages the student's property;

B. Has the effect of substantially interfering with a student's education;

C. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or

D. Has the effect of substantially disrupting the orderly operation of the school.

This policy recognizes that 'harassment,' 'imitation,' and 'bullying' are separate but related behaviors. Each must be addressed appropriately." Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Harassment refers to any malicious act, which causes harm to any person's physical or mental well-being. It can be discriminatory harassment, malicious harassment, or sexual harassment.

Intimidation refers to implied or overt threats of physical violence.

Bullying refers to unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. Bullying can also occur through technology and is called electronic bullying or cyberbullying

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules.

Training

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement, and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the aggressor, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Students with Individual Education Plans or Section 504 Plans

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the aggressor or target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation, or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation, or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying, or participating in an investigation.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy. (District Procedure RCW 28A.300.285)

It is Oakville School District's responsibility to.

1. Disseminate information on harassment, intimidation, and bullying, the name and contact information for making a report to a school administrator, and the name and contact information for the district compliance officer in each school and on the district website. The district policy and procedure will be available in each school in a language that families can understand. Annually the superintendent will ensure that a statement summarizing the policy and procedure is provided to student, staff, volunteer, and parents. 2. Educate students annually with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying on appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to the form via school website.

3. Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common area, and the use of the Incident Reporting Form. 4. The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.

5. The district compliance officer will serve as the district's primary contact for harassment, intimidation, and bullying, provide support for building administrators, receive the Incident Reporting Forms, ensure implementation of policies and procedures, assess training needs of staff and students, update district policies, and create a student safety plan when appropriate.

6. All staff members are required to intervene when witnessing or receiving reports of harassment, intimidation, or bullying.

7. Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person is the school who witnesses this behavior may report incidents verbally or in writing to any staff member.

Legal Notices

Filing an Incident Report Form

1. Students may fill out a report anonymously, confidentially, or non-confidentially. Anonymous or confidential reports may result in no discipline action taken based solely on the report, but school officials will be more aware of situations surrounding the report.
2. All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary. Unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint.
3. All unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. A student may have a trusted adult with them throughout the report and investigation process.
4. During the investigation the district will ensure that no further incidents occur. This may include seating changes in class, at lunch or on the bus. It may also identify a staff member who will act as a safe person for the person filing the complaint. It may also include altering the alleged aggressor's schedule and access to the complainant.
5. Within two days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that the complaint was received and direct the families to the district's policy and procedure for harassment, intimidation, and bullying.
6. In rare cases, where after consultation with the student and appropriate staff the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation, and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow policy for reporting suspected cases to Child Protective Services. 7. The investigation shall include a minimum:

a. An interview with the complainant
b. An interview with the alleged aggressor
c. A review of any previous complaints involving either the complainant or the alleged aggressor. d. Interviews with other students or staff members who may have knowledge of the alleged incident.
e. The principal or designee may determine that other steps must be taken before the investigation is complete.
f. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.

8. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating: The results of the investigation, whether the allegations were found to be factual, whether there was a violation of policy, the process for the complainant to file an appeal if the complainant disagrees with the results.
9. After the completion of the investigation the school or district designee will institute any corrective measures necessary. (This applies to false accusations as well. They may result in a punishment.) 10. If the incident is unable to be resolved or there is a need for an appeal at the school level, the principal or designee shall request assistance from the district.
11. Persons found to be subjected to harassment, intimidation, or bullying will have district support services available to them for support.
12. No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation, or bullying. Retaliation is prohibited and will result in appropriate discipline.

School contacts include: Mr. Staley, Ms. Swift or Ms. Bayless Phone: 360-273-5947
District compliance officer contact: Melody Bedford Phone: 360-273-0171

Weapons

Any elementary or secondary school student who is determined to have carried a firearm into, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be expelled from school for not less than one year under RCW 28A.600.010. The superintendent of the school district may modify the expulsion of a student on a case-by-case basis. Parents and law enforcement will be notified. As defined in RCW 9.41.250 and RCW 9.41.280 include: "[Any instrument or weapon of the kind usually known as sling shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirt, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm" (RCW 9.41.250). "Any firearm; any device commonly known as 'nunchucks' consisting of two or more lengths of wood, metal, plastic, or similar substance connected with a wire, rope, or other means; 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 emit an electrical charge designed to administer to a person or an animal an electric shock, charge or impulse or 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 or any device commonly known as 'throwing stars,' which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas" (RCW 9.41.280).

Searches of Students and Personal Property

Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Staff shall take particular care to respect students' privacy. School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property as provided by board policy. Prior to conducting a search, school officials shall ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings, and the student's locker, as follows: A. Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or district policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon. B. Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. No student shall be subject to a strip search or body cavity search by school staff. School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

Legal Notices

Locker Searches

Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school district. No right nor expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with district policy. No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker shall be conducted according to board policy governing personal searches.

All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to board policy governing personal searches.

Legal References:
RCW 13.64.060 Power and Capacity of emancipated minor
RCW 28A.320.040 Bylaws for board and school government
RCW 28A.600.020 Government of schools, Studentss and employees
RCW 28A.600.210 - 28A.600.240 School locker searches
WAC 180-40-215 Student rights

Nondiscrimination Statement and Procedures

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings; educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.

The district's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the name and contact information of the district's compliance officer designated to ensure compliance with this policy; and 3) the names and contact information of the district's Section 504 and Title IX compliance officers.

The district will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district's discrimination complaint procedure.

The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the district.

The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy.

Civil Rights Coordinator:
Melody Bedford, mbedord@oakvilleschools.org
PO Box H., 360-273-5947

Title IX Officer and Section 504 Coordinator:
Rich Staley, rstaley@oakvilleschools.org
PO Box H., 360-273-5947

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online.

SEXUAL HARASSMENT

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

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

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

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

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

Before filing a complaint, you can discuss your concerns with your child's principal, designee, or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:
Email: Equity@k12.wa.us | Fax: 360-664-2967
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

Other Discrimination Complaint Options
Office for Civil Rights, U.S. Department of Education
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr
Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Legal Notices

STUDENT & PARENT/GUARDIAN RIGHTS/INFORMATION

Assembly: Students have the right of peaceful assembly in school facilities generally available to the public at convenient hours that do not conflict with school functions or require staff on duty beyond the regular hours.
Annual Notification Regarding Parents' Rights of Access to Student Records: Each year parents and students need to be reminded of the student records policy of the Oakville School District. Parents and students, or 18-year-old students, who wish to review any or all of the school records pertaining to the student, should contact the counselor for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records. If parents or 18-year-old students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the principal/designee and the parent or adult student cannot agree, the latter may contact the school district superintendent for a hearing after a hearing with the building principal/designee. Record information will not be released to most persons or agencies (unless required by law) without the written consent of parents. Nonetheless, it is the policy of this district to forward school records without parent consent to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

Camera Surveillance

Surveillance cameras are placed in common areas both inside and outside the school to ensure the safety and well being of students and staff. Anyone on school property may be videotaped. Should videotape recordings capture any misconduct, school administrators may use them to determine disciplinary action. If so, parents/guardians and students involved are entitled to view the recording.

Directory Information

Oakville Elementary wants parents to know what types of information OES will disseminate about their students to outside agencies without receiving prior approval from a parent of the student involved. As a parent, you have the right to refuse to permit the designation of any or all of the categories of personally identifiable information concerning your son or daughter.
"Directory Information" includes the student's name, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards and honors earned, and the most recent previous educational agency or institution attended by the student. If you have any questions concerning the procedures followed by the Elementary School in safeguarding the privacy rights of parents and students, please feel free to contact the administration.

Distribution of Materials

Neither an individual nor an organization shall offer or distribute publications or materials to any or all of the student body either inside the educational facility or on school grounds without prior approval from the principal or designee.
Eighteen-Year-Old Students: The State of Washington recognizes that a student who has reached his or her eighteenth birthday is responsible for his or her own actions. This fact does not alleviate responsibility to adhere to all of the rules and policies of the school in order to maintain enrollment.
Information may be released to parents of an adult student (over 18) when parents provide more than half of the student's support. We will, therefore, use the student's residence as one of the determining factors. If a student over 18 is living with his/her parents, Oakville Elementary School will release information to the parents.

Fines/Fees Policy Notice

The final semester grade cards will not be mailed home to any students with outstanding bills. This is an excellent opportunity to bring your account up to date. Please pay any fines at your earliest opportunity.

Handbook Changes:

Changes in the student handbook may be made during the school year by school administration. Such changes may be available in writing to students.

Residence:

Students who move or change addresses are required to notify the Oakville Elementary Office of this change. This is essential to ensure that all records are accurate. Students attending OES that reside outside the district boundaries are to the Oakville School District “Choice Agreement” available through the district office. This includes students that move during the school year.

Solicitation

Nothing shall be sold by or to the students at school or under the direction of the school except those approved by the building administrator.