

# **Orient Elementary School**



**2024 - 2025**  
**Student/ Family Handbook**



374 4th Avenue, Orient, WA 99160  
(509) 684-6873  
OrientSD.org

## **Welcome to Orient Elementary School,**

**The entire staff at Orient Elementary School would like to extend a warm and friendly welcome to all new and returning students. We are committed to bringing academic success to all children in a safe and orderly learning environment.**

**This handbook is designed to build a partnership between students, parents, and staff to help you and your child get acquainted with the procedures, rules and policies of our school. The expectations of OSD students is to develop the skills necessary to be responsible and contributing citizens.**

**We ask that you read through our school's handbook to become knowledgeable about the learning expectations of every child attending Orient School. This handbook is for your reference and should be kept in your home.**

**We look forward to working closely with you to support your child's education.**

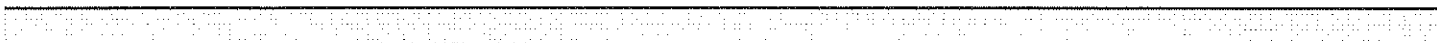
**If you have any questions or concerns, please call the school at 684-6873.**

**Sincerely,  
Sherry Cowbrough, OSD Superintendent  
OSD Staff**

Orient 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 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. Questions and complaints of alleged discrimination should be addressed to Sherry Cowbrough at Orient School- [sherry.cowbrough@orientSD.org](mailto:sherry.cowbrough@orientSD.org) , 509-684-6873. Please note: full, detailed copies of the ORIENT School District policies are on file at the district office and copies are available upon request. All notices regarding compliance with Board Policy and State and Federal Laws are available at the district office and posted on the Orient School District Website.



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## **MISSION STATEMENT**

*The Orient School District is an active partnership of students, parents, staff and community members who are committed to the academic achievement and social well - being of every child.*

### **Beliefs of the Orient School Community**

We believe parental and community support and involvement are critical to the success of children.

We believe that parents are the primary influence on children's education and that education should supplement, not supplant, family values.

We believe we must maintain the traditional strengths of Orient (such as the sense of community) while incorporating our changing and diverse world.

We believe Orient School has and must maintain a caring and competent staff.

We believe we must teach civic values and responsibility.

We believe all children with different learning styles have an equal opportunity to learn through our teaching

We believe all members of our learning community, students, staff and community members, have the right to be respected and cared for.

We believe school should be a positive experience.

We believe that true education consists of balanced learning through the traditional classroom, field trips and extracurricular activities.

We believe that children are a precious resource whom we must prepare for the future.

We believe all children have the right to a secure, loving, emotionally safe and comfortable learning environment.

We believe communication between students, staff, parents and community is essential.

We believe learning leads to growth and change and that there is something positive to be learned in any situation.

We believe open-mindedness leads to creativity.

We believe all of us (children, parents, community and staff) make a difference.



## SCHOOL BOARD MEMBERS

Dale McNitt –President, Steve Sanders, Cindy Porter, Mary Robbins, and Hannah Davis

## ADMINISTRATION

Sherry Cowbrough	Superintendent	<a href="mailto:sherry.cowbrough@orientsd.org">sherry.cowbrough@orientsd.org</a>
Gretchen Cruden	Principal	<a href="mailto:gretchen.cruden@orientsd.org">gretchen.cruden@orientsd.org</a>
Chris Petterson	District Secretary	<a href="mailto:chris.petterson@orientsd.org">chris.petterson@orientsd.org</a>

## SPECIAL SERVICES

Cher Belcher	Special Ed K	<a href="mailto:cher.belcher@orientsd.org">cher.belcher@orientsd.org</a>
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## TEACHING STAFF

Sherry Cowbrough	K, 1 <sup>st</sup> -2 <sup>nd</sup> grades	<a href="mailto:sherry.cowbrough@orientsd.org">sherry.cowbrough@orientsd.org</a>
Karen McCue	3 <sup>rd</sup> -5 <sup>th</sup> grades	<a href="mailto:karen.mccue@orientsd.org">karen.mccue@orientsd.org</a>
Gretchen Cruden	5 <sup>th</sup> , 6 <sup>th</sup> -8 <sup>th</sup> grades	<a href="mailto:gretchen.cruden@orient.k12.wa.us">gretchen.cruden@orient.k12.wa.us</a>

Ember Beardslee	Para Pro/All grades.	<a href="mailto:ember.beardslee@orientsd.org">ember.beardslee@orientsd.org</a>
Nathan Hay	Para Pro/All grades	<a href="mailto:nathan.hay@orientsd.org">nathan.hay@orientsd.org</a>

Betty Rathbun	ECEAP	<a href="mailto:brathbun@esd101.net">brathbun@esd101.net</a>
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## NUTRITION

Jessica Reece	Kitchen Manager	<a href="mailto:jessica.reece@orientsd.org">jessica.reece@orientsd.org</a>
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## TRANSPORTATION

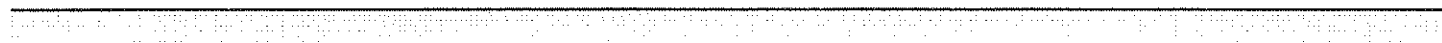
Kevin Mustard	Transportation Dir./ Mechanic	<a href="mailto:kevin.mustard@orientsd.org">kevin.mustard@orientsd.org</a>
Ralph Sharkey	Driver	<a href="mailto:ralph.sharkey@orientsd.org">ralph.sharkey@orientsd.org</a>
Ashley Dunlop	Driver	<a href="mailto:ashley.dunlop@orientsd.org">ashley.dunlop@orientsd.org</a>

## BUILDING MAINTENANCE

Ember Beardslee	Janitorial	<a href="mailto:ember.beardslee@orientsd.org">ember.beardslee@orientsd.org</a>
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## SCHOOL NURSE

Jen Russell	Nurse	<a href="mailto:jrussell@columbia206.net">jrussell@columbia206.net</a>
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## OFFICE COMMUNICATIONS

**Orient School Office – 684-6873 Fax 684-3469**  
**Transportation Department – 684-1303**

### **Orient School Hours**

7:45 a.m. – 2:30 p.m. (M-Th)

7:45a.m. -12:00 p.m. (Fri)

## **ORIENT SCHOOL OFFICE PROCEDURES**

### **Visitors**

- Parents and guests are always welcome! **All visitors to the school must sign in at the office.** Students wishing to bring a guest to school must obtain approval at least one day in advance from the classroom teacher and the principal.

### **Students**

- Will have a staff member's permission to be in the office.
- Will sit and wait quietly; someone will help you.

### **Volunteers**

- Volunteer service enhances the overall educational program at our school by providing individual help for our students. All volunteers are required to clear a criminal background check and fill out a volunteer application **before** working with children. Volunteers need to report to the office and check in before going to their destination. Volunteers will wear a visitor's/volunteer nametag from the office.

**Orient School Bulletins** will be sent home with your child. They are designed to help keep you informed of school programs and activities. Please check the Orient school

website for updates on lunch menus and other pertinent information at <http://orient.d.org>

## **MISCELLANEOUS INFORMATION**

### **Pictures**

Individual and class pictures will be taken during the school year. The school does not require purchase of the pictures. Bulletins will be sent home with each student announcing when the pictures will be taken as well as the costs.

### **Lost and Found**

Parents are encouraged to put the child's name on any item that could be lost or misplaced by their child. OSD is not responsible for any lost items. Identified items will be returned directly to the student. Periodically, all unclaimed items are given to community service agencies.

### **Money**

When a child brings money to school, it will come in an envelope with the child's name on it and be given immediately to their teacher.

## **OFFICE/ PARENT COMMUNICATIONS**

### **Afterschool Activities/Change of Plans:**

Students will go to their usual destination after school (home, daycare, relative, etc.). A dated, written request signed by the residential parent for a change of plans (alternate bus route, walking route, parent pick-up, etc.) needs to be given to the office before we can let your child change



destinations. Phone calls from the parent or guardian will be approved in emergencies, but **must be received by 1:45 p.m.** to insure adequate time for message delivery. All students, 12 and under, will be brought back to the school if no one is visible at the destination or if there is no note to change the destination.

**Student Address and Telephone Number**

Please notify the school as soon as possible if there is any change in your address, phone number or an emergency contact.

**Withdrawal from School**

Parents must come into the office and withdraw their child from school in person. Please notify the office **before** the anticipated withdrawal if at all possible. Make sure your child has returned all textbooks, library books and materials checked out of the classroom. Remember to pay any outstanding library charges or school fees. School records will be sent to the next school when an official request has been received.

**BREAKFAST AND LUNCH PROGRAM**

**Breakfast**

Breakfast begins at 7:55 a.m. Bused students will be allowed to eat as soon as the buses arrive if late.

**Free and Reduced Lunch**

Applications for the Free and Reduced Meal Program are available from the office and may be completed anytime during the year.

**Lunch Charges**

- We strongly urge parents to make sure that students have funds in their account.
- Adult lunch charging is not allowed.
- Lunch and Breakfast payments can be made in the office.

**Prices**

	Breakfast	Lunch
Elementary (Pre-K-6)	Free 2024-25	Free 2024-25
Middle School (7-8)	Free 2024-25	Free 2024-25
Adult	\$3.50	\$5.00
Reduced Price	Free 2024-25	Free 2024-25
Milk	Free	Free

*If parents wish to join their child for breakfast or lunch, please contact the school by 9:00 a.m. (for lunch) so the kitchen manager can prepare extra servings.*

**Cafeteria**

- Students are expected to form lines at the serving station.
- Students are not permitted to purchase food for others or to save places in line.
- Students are expected to use appropriate manners when being served.
- Keep conversational tones to normal speaking levels.
- Students raise their hand to empty their trays.
- Students are responsible for using good table manners.
- Students are expected to remain seated until dismissed.

**ATTENDANCE**

Students should arrive at school no earlier than 7:45 am. School will dismiss at 2:30 pm. Students arriving after 8:15 am will be considered tardy.

Please call us at 684-6873 the morning your child is absent. Extended absences may require a doctor's note, home visits and/or conferences.

Excused absences recognized by board policy



include:

- Absence due to illness (doctor's note required after five consecutive days of illness)
- Absence due to mental health day(s)
- Absence due to a religious observance
- Absence due to family emergency
- Absence which the principal has given "prior approval" to and which do not adversely affect the student's educational progress in school.

Attendance of school is not only required by state laws but is essential for satisfactory school progress. In 1995, the Washington State Legislature passed a law known as the "BECCA Bill," (RCW 28.A.225.151) in regard to unexcused absences. According to this law, schools are required to do the following:

- One unexcused absence: parent is notified
- Two unexcused absences in a month: a parent/school conference is required
- Five unexcused absences in a month OR
- Ten unexcused absences in a school year will be reported to the judicial system.
- After the first 10 unexcused absences, all other absences will be marked as unexcused. Therefore, it is critical that you verify any absence to the school in writing within a two-day period following a child's absence.
- If you have any questions concerning the BECCA Bill or the mandatory attendance law, please feel free to call us at 684-6873.

NOTE: Excused absences and tardiness events can also be detrimental to a child's academic success. Students who have ten or more excused absences/tardiness events per

semester will be monitored for academic progress.

## **HEALTH**

### **Special Health Concerns**

Please inform the school if your child has any special needs or life threatening health concerns. The school nurse is available to work with students and their parents to accommodate health issues. It is especially important that we have an emergency plan for any health condition that may be life threatening such as a food or insect allergy, asthma, seizures and diabetes. Individual health plans are written for students with special health needs. Please keep us informed if you change your address, telephone number, employer, babysitter, daycare or emergency contact.

### **Nurse Corp Services**

Periodic vision and hearing screenings are conducted at certain grade levels each year. These are quick screenings to identify problems that might interfere with learning; they do not take the place of professional examinations by your health care provider. Parents will receive written notice of any concerns. Please contact the school nurse if you suspect your child has a vision or hearing concern.

### **Student Participation**

Good emotional and physical health is closely related to the learning process. Students are expected to participate in all activities scheduled in the school program. Requests limiting a child's physical activity will require a statement from your physician or discussed with the school principal.

### **Emergency Treatment**

Schools are responsible for providing first aid





or emergency treatment in case of sudden illness or injury to a student. An Orient School staff member will immediately attempt to contact the parent so the parent can arrange for care or treatment of the injury or illness. When it is deemed necessary, 911 will be called.

### **Medication at School**

Students may not self medicate during school hours. This includes over the counter medication. If your child needs medication administered during the school day a medical authorization form will need to be completed by your physician and the school nurse. Please contact the office for more information.

### **Illness**

Sometimes it is difficult to decide whether a child is well enough to send to school or be kept home. If your child is not well enough to go outside, please keep them home for the day. Here are some guidelines to help you decide if your child is well enough to attend school.

**Fever:** Children with a temperature above 99° should not be sent to school. Children should remain home for 24 hours, fever free without medication before returning to school.

**Cold/Sore Throat:** Children with cold symptoms, need to stay home even if they have no fever. Colds and coughs spread quickly.

**Conjunctivitis (Pinkeye):** If there is any itching or drainage from the eye, children should stay home. Pinkeye is a highly contagious infection. Children may return to school after seeing a physician and starting a treatment schedule.

**Chicken Pox:** Physicians now recommend immunization for chicken pox (varicella) at 12 months – 18 months old. Kindergarten and 6<sup>th</sup> graders will also need to be vaccinated. Parents may provide date and age of student when they had chicken pox instead of the vaccine. The school nurse must review and approve this information. Students who contract chicken pox cannot attend school for 21 days.

**Head Lice:** Children with lice are excluded from school until all lice and nits are gone.

### **TEACHER/ PARENT EXPECTATIONS**

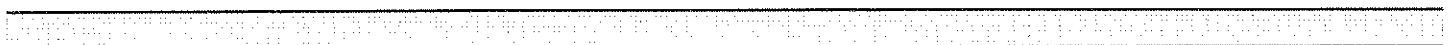
#### **Homework**

Establishing good work habits are essential to the academic success of students. Daily homework by staff members uses the following criteria:

- Homework shall consist primarily of a review of information which has been thoroughly instructed in the classroom
- Homework assignments should not take more than 20 to 60 minutes to complete, depending on the grade level
- Parents shall be informed of missing homework assignments
- Students who do not complete their homework assignments will be encouraged to do so through such means as missing recess, etc.

#### **Reporting Progress**

Teachers send student report cards home to parents quarterly. Parent/ teacher conferences will be scheduled at the first and third quarter reporting period. Report card and portfolio discussions will occur at that time. The final report card will be sent home with your child on the last day of school. Progress reports will be sent home on a



regular basis.

### **Communication and Involvement**

Communication and cooperation between the school and home is a key component to the success of your child's school experience. Please contact your child's teacher or the school's office when you have questions or concerns. Your involvement, help and support are essential elements to your child's educational success. *All parents have the right to request and receive information on the qualifications of their children's teachers.*

### **Field Trips**

When field trips are scheduled, teachers send permission forms home with students. These permission forms must be signed and in the teacher's possession before the student can participate in the field trip activity. Students not returning the permission form will remain at school. No exceptions.

### **SPORTS**

Students playing competitive sports must have a signed physician's sport physical. These physicals are valid for 24 months.

Students will be transported to and from games by bus unless there is a Parent Release form given to the coach prior to game day.

**Student Behavior and Eligibility** The Orient School Mission states that we are committed to the academic achievement and social well being of every child. Students will be notified every week of their current eligibility status. If they are not meeting academic standards with a "C" grade or higher in each subject, they will be deemed ineligible to participate in any extracurricular program until the next weekly progress report. This will include, but

is not limited to: all sports, clubs and/or annual events that have had eligibility requirements attached to them. If a student is on "academic probation" they will be allowed to attend practices only for the first week. If they are on academic probation for a second week, they are not allowed to attend games or practices. Students will also be ineligible if they have been referred for discipline issues and/or given consequences.

### **Sportsmanship**

Good sportsmanship is part of an Orient School education and rules will be observed at all times. They are as follows:

- Obey the school and game rules.
- Be respectful of other students and adults.
- Play the game the best you can.
- A good team player is able to be a good follower as well as a good leader.
- Keep pride under control in victory and be courteous and gracious in defeat.
- Students are expected to keep their hands to themselves
- Good stewardship of school property is enforced.
- Conversation volume will be non-disruptive.
- Students will not arrive on campus prior to 7:45 a.m. and will not depart until 2:30 p.m. unless prior permission is granted.
- If your student is not participating in school-sponsored afterschool activities, your child must have adult supervision while on school property.
- **The use of any personal electronic device is not allowed at school**

### **Insurance**

Student Insurance is required for participation in sports. If your child is not



insured we do have applications available in the office

### **STUDENT TRANSPORT**

Students will arrive at school no earlier than 7:45 a.m. Students will go home immediately after school ends unless they are staying for special pre-arranged afterschool programs.

After-School Pickup: Students will be released after busses are loaded.

Non-Parent Pickup: If anyone other than a parent, immediate family member or an emergency contact is picking a child up at any time; we must have a signed, dated note or a phone call from the parent or guardian giving permission. The designated person must come to the office and sign the child out.

Early Pickup: If a student needs to leave school early, the parent must come to the office first before picking up the student.

Closed Campus: Students are never to leave the school premises during the official school day without written permission from home or school. Exterior doors will remain locked during school hours. A door bell is available at the main entrance and we invite parents at any time.

### **TRANSPORTATION**

#### **Snow Days/ Severe Cold**

Excessive snowfall overnight and hazardous road conditions may delay buses until conditions are safe. In the event of heavy snow or severe cold, listen to the Spokane or local radio or TV stations for announcements regarding school closure or late start information. Phone calls will also be made to bus riders.

### **Seasonal Requirements**

Seasonal clothing will be required to board busses from **November 1<sup>st</sup> until March 31<sup>st</sup>**. Seasonal clothing must be worn or carried and must be available in the event of an emergency.

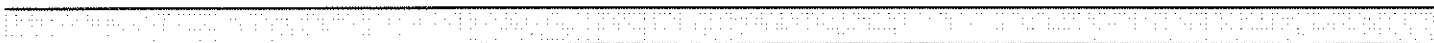
Proper winter clothing includes; coat, hat, gloves, boots.

### **Student Conduct**

Riding the school bus is a privilege, not a right. Students will conduct themselves in a manner that will assure the safety of all involved when waiting for, riding on and departing from school buses.

All Students Must:

- Follow the bus driver's directions at all times.
- Avoid any action that will distract the driver.
- Speak quietly without any profanity or threats.
- Remain seated while the bus is in motion and remain seated until the bus door opens.
- Keep their hands and feet to themselves and out of the aisles.
- Keep the aisles clear at all times.
- Wait for the bus in an orderly fashion and stay off the road away from traffic.
- Approach a bus when it has come to a complete stop and the access doors have been opened.
- Have nothing on the bus that may harm or cause injury to themselves or others.
- Open or close windows with permission of the driver.
- Be at the bus stop 5 minutes prior to scheduled pick up time.
- Use of electronic devices is at the students own risk. Orient School



District is not responsible for theft or loss of devices. The volume must be low enough to not distract the driver or other students.

- Parents or guardians must inform the bus driver by phone or in writing of any change to the physical address that impacts pick-up and drop-off of student.
- Students must have written permission from parent and or guardian to be dropped off at any stop other than home or school.
- Pre K through 5<sup>th</sup> grade students must be met at the bus stop by an adult.

#### All Students Must Not:

- Eat or drink on the bus unless the driver grants permission;
- Bring animals unless certified service animal;
- Use profanity;
- Use tobacco products of any kind;
- Loud noise, music or loud talking that distracts the driver;
- Lean into the aisle;
- Hang hands, head or feet out of the windows;
- Throw objects;
- Bring glass containers, sharp or bulky items;
- Bring weapons of any kinds, including toy guns or knives.

#### BUS CONSEQUENCES

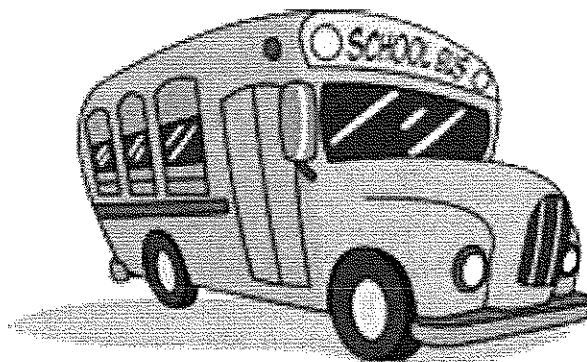
*Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege of riding on the bus.*

**Misconduct on buses shall be handled in**

**cooperation with students, parents, transportation director, bus drivers, and principal.**

- **1<sup>st</sup> offense:** Verbal warning by driver, note sent home
- **2<sup>nd</sup> offense:** Verbal warning by driver, note home to be signed and returned
- **3<sup>rd</sup> offense:** Assigned seat, note home to be signed and returned
- **4<sup>th</sup> offense:** Bus privileges revoked, note home to be signed and returned

**Video cameras are on all OSD buses. Please contact our Transportation Director, Kevin Mustard at 684-1303 for all transportation questions.**



## **RECESS AND PLAYGROUND GUIDELINES**

***The following rules are designed to take into consideration the range of individual physical abilities.***

- Students will play with each other without hitting, tackling, grabbing, holding, kicking and karate, piggy-backing, tripping, wrestling, pushing, games involving a ball thrown at someone or other activity designated dangerous by the playground supervisors. No pretend fighting is allowed.
- Students will not climb or sit on top of the monkey bars.
- Students will swing only in a seated, forward fashion on the swings. No “running the gauntlet”.
- Students must be seated, facing forward going down the slide. They are not to run back the slide.
- Students will comply with the playground supervisor’s judgment regarding safety and sportsmanship.
- Students will help maintain playground equipment and minimize risk by using it the way it is intended. For example, students will not kick basketballs, pull on hula-a-hoops, or wrap swing chains.
- Students are responsible for putting away all equipment at the end of recess. This helps them learn how to take care of the equipment and be responsible.
- Bikes are intended for use by only pre-

school and kindergarten.

- Students will not leave the playground for any reason without checking with the supervisor first.
- Students will not throw or kick wood chips, rocks, sticks, pinecones, snowballs or any object that places other children or themselves in potential danger.
- Students are expected to be respectful of other classes by moving quietly through the hallways when returning to classrooms from recess.
- All nature stays outside.

Personal play equipment will not be allowed at school unless permission is given from the supervising teacher. Leave bats, boomerangs, hardballs, bouncy balls, roller blades, skateboards, and scooters at home. Check with supervisor before bringing other equipment from home.

These guidelines ensure a safe, non-threatening, enjoyable recess period for all students. Children who frequently choose to not follow playground guidelines or obey playground supervisors will lose their playground privileges.

If a pupil has a disagreement about the rules of a game, he/she should discuss it with the playground supervisor for a rules clarification.

### **Snowy Day Recess**

When it snows, children play outside unless the temperature is below 20 degrees Fahrenheit according to the National Weather Service. It is important that they be

dressed for snow-play (boots, snow pants, warm jacket, cap and gloves). Children will not be allowed to play in the snow without boots and snow pants.

### **Rainy Day Recess**

Inclement weather recess will be held in the gym. The rules are as follows:

- No street shoes on the gym floor.
- Shoes should be put back in the locker when they are done being used.
- All equipment should be used as intended.
- Games involving throwing balls should be organized.

*Parent playground volunteers are welcomed and appreciated.*

### **ASSEMBLY/PERFORMANCE**

- Use the restroom prior to coming to the assembly or performance.
- Be a respectful audience member.
- Raise your hand to speak.
- Sit with their assigned group/class.
- Pay attention to the leader when performing.
- School rules apply before and after all performances.
- Students should remain with families after performances.

### **SAFETY**

**Safety Drills:** Procedures for orderly evacuation in case of fire or other emergencies are taught in each classroom. Fire drills will be practiced each month. Lockdown drills are practiced each year.

### **DRESS AND APPEARANCE**

#### **Dress, Grooming and Personal Property**

Dress code guidelines will uniformly be applied to dress, grooming and property. Student dress and personal appearance may not distract from the educational process of school.

*A child coming to school dressed inappropriately will be asked to call home to get a change of clothes. If the home cannot provide the change of clothes, the school will outfit the student for the day.*

#### **Appearance**

Proper personal hygiene is required of all students and will reduce problems with peers. Wearing clean clothes and bathing regularly is essential.

No writing on hands, face, legs, arms or clothing. Graffiti or profanity on school materials or student notebooks/binders etc. is not allowed. This includes inappropriate drawings, writing, stickers, etc.

#### **Head Coverings**

Hats, caps, bandanas or other head coverings are not to be worn in the school building except on designated dress-up days. This rule applies to both males and females.

#### **Tops**

*The following items are not to be worn at school:*

- Halter tops or strapless tube tops
- Tops with spaghetti straps
- Shirts with basketball sleeves without



T-shirts underneath

- See-through or revealing tops or bare midriffs
- Shirts with a negative message i.e. profanity, drugs, alcohol, tobacco, racial put downs, hate slogans or groups.

### **Pants and Shorts**

*The following items are not to be worn at school:*

- Skirts or shorts shorter than halfway between the knees and top of thigh
- Boxer shorts that are on display or underwear that is visible

### **Dresses and Skirts**

*The following items are not to be worn at school:*

- Dresses/skirts with spaghetti straps
- Dresses/skirts with open or revealing backs
- Dresses or skirts shorter than the length where the student's fingertips reach their thighs when standing normally with arms relaxed

### **Footwear**

- Footwear with soles must be worn in school facilities and on school grounds. Sport shoes with cleats may not be worn in the building.
- Heels higher than two inches should not be worn.
- Shoes must be worn at all times, except during some activities in the gymnasium under adult supervision.
- No flip-flops or shower shoes. These are considered unsafe for school and playground.

### **Gymnasium**

Shoes that have black soles might scuff the gym floor. Gym shoes must be worn in the gymnasium. Street shoes are not allowed. For open gym, clean shoes are required, and all open gym users must sweep the gym before and after use. Students must dress appropriately for PE class and recess.

### **Makeup**

For health reasons, we discourage sharing of makeup with fellow students.

### **ORIENT SCHOOL RULES**

***Children attending Orient School need to follow three basic rules while learning.***

**Respect** – *Children will respect the rights, property and feelings of others.*

**Responsibility** – *Children will practice safety and good behavior at all times.*

**Effort** - *Children will accomplish the academic goals by listening, following directions and by completing assigned work.*

### **THE ORIENT SCHOOL DISCIPLINE PROCESS**

#### **Introduction:**

**At Orient Elementary School, our belief is that students can be held accountable for their behaviors while experiencing opportunity to reset, improve and make amends. Mistakes are opportunities to learn.** Most behaviors at our school are managed at the classroom level by teachers using Positive Behavior Interaction Supports and other classroom management systems. Teachers regularly communicate with families and work with them to encourage

students as they grow into responsible, respectful and ready community members.

**When more structured disciplinary action is needed, the staff use a combination of educational and behavioral interventions in a culturally responsive way to address student behavior.** The goal of any disciplinary response is to encourage students to act in ways that enable all staff and students to be safe, learn without distraction, and feel a sense of community.

- **Office Referral** – This document is completed by a staff member and describes the student behavior requiring administrative action. To assist in determining consequences, the staff member identifies interventions that have been tried before for this or similar behaviors. All suspensions are documented in a referral.

Each student's situation and each event are carefully considered and investigated before a consequence is determined.

The consequence for the first behavior offence may be different than if there is a repeated pattern of misconduct. Some incidents are more disrespectful, disruptive, or unsafe than others. The Orient Administrative staff may find it necessary to bypass some discipline steps and move directly to higher-level consequences.

As often as possible, we work collaboratively on consequences with families, teachers and impacted students to ensure that all continue to feel safe, cared for and welcome. ***Students are encouraged to restore relationships with those who have been negatively impacted by their actions, and are guided through a reflection and mediation process to do so.***

### **Discipline Responses That May be Considered After an Office Referral is Made:**

- **Lunch Detention:** Held on campus during the student's lunch; students get lunch at Food Service and reports to their classroom. Students spend the entire lunch period in the classroom. Students are expected to reflect on the reasons behind their behavior choices, determine who/ what has been hurt, identify alternative choices that could have been made, and plan to make amends with those who were impacted (as appropriate).
- **School Service:** Service work is sometimes assigned to make up for poor behavior choices. Outside of class time, students do tasks in the cafeteria, a classroom, the office, the library, or elsewhere on campus. The type of service performed is suited to the individual and the situation for which the service is assigned. It can be used in lieu of financial restitution in some situations.
- **In-School Suspension (ISS):** Students may be assigned ISS in place of out-of-school detention; ISS is an opportunity for a student to serve a suspension and still complete school work in a supervised school setting; students who do not behave appropriately in ISS will be sent out of school for suspension.
- **Short-Term Suspension (SS):** Suspension from school for less than 10 school days; students on STS are not permitted on school grounds and may not attend school-related activities during suspension. Students are encouraged to keep up on work missed during suspension, and students will be given the opportunity to make up missed work that has a substantial impact on their semester grade.





- **Long-Term Suspension (LTS):** Suspension from school for longer than 10 school days and up to the end of the current semester; students on LTS are not permitted on school grounds and may not attend school-related activities during suspension.
  - **Emergency Exclusion (EE):** Temporary removal from school in a situation where the principal determines that the student's presence at school presents an immediate or continuing danger to themselves or others at school. An EE will be converted to a suspension or expulsion after a meeting with the principal. Students on EE are not permitted on school grounds and may not attend school-related activities during the exclusion.
  - **Expulsion:** Removal from school for an undetermined period of time; reserved for severe violations of law and board policy; students who are expelled from school must apply for readmission with the Superintendent.

**Search of Students:** School administration has the right to search a student's personal effects (pockets, bags, locker, etc) if there is reasonable suspicion that the student has illegal, unauthorized, or contraband items. Students who refuse to submit to a search may receive disciplinary action or police referral. Parents will be notified any time their student has been searched. The search of electronic devices is detailed in Orient School Board Policy 3245P.

**Seizure of Personal Belongings:** School staff have the right to take personal belongings from students that are illegal, unsafe, or disruptive to the learning environment. Illegal items will be given to

the police, and other items will be available for direct parent pick-up.

**Restitution:** This is when property is damaged / stolen OR when a person is hurt and the person(s) responsible compensate for the loss in the form of money or service work. The school typically cannot get involved in personal property issues among students; but, depending on the situation, a police report can be filed.

**Orient Elementary School Board Policies 3240 and 3241** provide more detailed information regarding discipline and consequences. Policies can be accessed from the district website at [www.orientdsd.org](http://www.orientdsd.org)

#### **DISTRICT-WIDE RULES:**

##### **Bullying, Harassment and Intimidation Free Zone**

It is the policy of the Orient School District (OSD) that all students should be able to attend and learn in a school setting free from all forms of discrimination including: harassment, bullying and intimidation. No student should be subject to conduct that is personally offensive in any form; verbal, written or physical, of a sexual, religious, ethnic, personal or bullying nature and which may interfere with school or create uneasiness in the student. Students who violate this policy will be subject disciplinary procedures.

##### **Harassment, Intimidation, Assault, Threats, Battery, Fighting of Staff or Students**

Harassment, intimidation or bullying means any intentional electronic, written, verbal or physical act, including but not limited to one shown to be motivated by his or her perception of the victim's race, color,

religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act. Students who violate this policy will be subject disciplinary procedures.

1. Physically harms a student or damages the student's property
2. Has the effect of substantially interfering with a student's education
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
4. Has the effect of substantially disrupting the orderly operation of the school.

Examples of bullying are: hitting, fighting, scratching, name-calling, shunning, shaming, spreading rumors, gossiping and making threats online. Any parent/student has the right to make full legal charges if they were assaulted. Students who violate this policy will be subject disciplinary procedures.

### **Harassment (Racial, Religious, Cultural or Sexual)**

Discriminatory/prejudicial comments or actions will not be tolerated at Orient School. Comments, actions, innuendoes, displays or inappropriate touching—even if students who are objects of this harassment are not offended, will not be tolerated.

### **General Harassment**

Any act that degrades disgraces or causes a fellow student or staff member to feel threatened. Including, but not limited to, spreading of rumors, notes, threats of physical abuse, failing to "respect the rights and feelings of others," etc. Lying and falsifying information is considered

defamation of character. Students who violate this policy will be subject disciplinary procedures.

### **Intent to Damage or Destroy Property, Vandalism, Malicious Mischief, Theft**

Including, but not limited to: destruction or defacing school or personal property, stealing from the school or your peers, destroying or attempting to destroy another's clothing without their consent. Students who violate this policy will be subject disciplinary procedures.

### **Gun and Weapon Free Zone**

State law prohibits dangerous weapons and look-alikes on school premises, on school-provided transportation, or at school sponsored events. Students may not have knives at school. Exceptions include historical firearm displays and weapon-safety instruction pre-approved by school administration. The possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement. (RCW9.41.280, RCW28A.600.420)

### **Possession or Using Dangerous Weapons, Including Explosive Devices**

Possession and/or transferring weapons such as, but not limited to: knives, guns, martial arts weapons, flammables or explosives, or an object that poses physical danger to the health and/or safety of students and faculty. All look-alikes including, but not limited to the weapons listed above are prohibited. This encompasses all school property to include school buses and any school related activity at any time. Students who violate this policy will be subject disciplinary procedures.

### **Disruption of School Process**



**Defiance of Authority/Willful Disobedience of Staff or School Rules**

Including, but not limited to, calling teachers/staff members names, lack of compliance, defiance, interference with/or intimidation of staff, failure to act as instructed by any staff member, or to resolve issues appropriately, could fall into this category. Lying and dishonesty is included as well. Students who violate this policy will be subject disciplinary procedures.

**Interruption of Orderly School Process**

Including, but not limited to, tampering with fire alarm or bell system, bomb threat, arson, extortion, illegal entry, etc. Students who violate this policy will be subject disciplinary procedures.

**Misconduct at Assemblies, Athletic Contests, Plays or Other School Sponsored Events (Home or Away)**

Inappropriate behavior including, but not limited to, disruptive behavior, use of profanity, throwing of objects, inappropriate yells and misconduct to and from events. This includes behavior and issues of respect on buses. Students who violate this policy will be subject disciplinary procedures.

**Profanity**

Inappropriate notes, drawings, magazines, pictures, gestures and/or language used at school. Students who violate this policy will be subject disciplinary procedures.

**Cheating**

The conscious effort to improve grades by, but not limited to, using notes, looking at another student's paper, copying another's work, plagiarism, or altering or destroying

another student's work can lead disciplinary action.

**Forgery**

Includes any signature not authorized by parent(s)/guardian(s) or school authorities. Also includes writing someone else's name(s) on documents. Students who violate this policy will be subject disciplinary procedures.

**Unapproved Sales**

Includes all sales of all items deemed legal or otherwise from student to student on school grounds or on the school bus unless explicit permission has been granted by the teacher and/or administration.

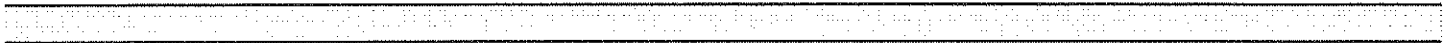
**Computer/Network Offences**

**Cyber-bullying is prohibited.**

Cyber-bullying is using electronic devices to initiate repeated negative behavior toward a less-powerful person. Electronic name-calling, shunning and shaming are all forms of cyber-bullying. So are spreading rumors, gossiping and making threats online. Schools are permitted to discipline students who engage in cyber-bullying if it disrupts the orderly operation of school. Training materials are available on the Safety Center web site for electronic resources procedure.

**Unauthorized use**

- Use or conveyance of any computer or computer related data without prior authorization
- Possession of or use of illegal software
- Vandalism
- Renaming of files, hard drives, folders, etc.
- Physically damaging computers or computer related hardware/software
- Any activity that is related to or



similar in nature to the  
aforementioned items

Students who violate this policy will be  
subject disciplinary procedures.

### **Illegal Entry (Breaking and Entering or Unauthorized Use)**

- Use of any unauthorized password
- Unauthorized entry into network control center or teacher workstation cabinet
- Any activity that is related to or similar in nature to the aforementioned items

Students who violate this policy will be  
subject disciplinary procedures.

### **Unauthorized installation or storage of illegal hardware/software**

- Any network server or related device
- Any computer workstation
- Any activity that is related to or similar in nature to the aforementioned items

Students who violate this policy will be  
subject disciplinary procedures.

### **Unauthorized modification/alteration of any Computer:**

- Electronically stored information (hardware/software)
- Network operating system
- Any activity that is related to or similar in nature to the aforementioned items



**Orient School District values your time  
and attention in reviewing this handbook  
with your family. Please keep it handy for  
future reference.**

*If any errors or omissions or typos were  
printed in this publication it was not  
intentional.*

## **NOTICE TO STUDENTS, STAFF, AND COMMUNITY**

**Please note:** full, detailed copies of the ORIENT School District policies are on file at the district office and copies are available upon request. The Orient School District is committed to creating a positive and productive working and learning environment free of discrimination. Orient 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 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:**

### **Civil Rights Compliance Coordinator**

**Section 504/ADA Coordinator**

**HIB Compliance Coordinator**

**Homeless Liaison**

Sherry Cowbrough, superintendent

374 4<sup>th</sup> Ave., Orient, WA 99160

509-684-6873

sherry.cowbrough@orientdsd.org

### **Title IX Coordinator**

Gretchen Cruden, Principal

374 4<sup>th</sup> Ave., Orient, WA 99160

509-684-6873

gretchen.cruden@orientdsd.org

Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR).

The District prohibits discrimination and sex-based harassment, intimidation and bullying of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, student or community member. These policies and procedures can be found on the director's website: **orientdsd.org** The District's full policies and procedures are also on file in the office of our school building for staff, students, parents or community members to view: **Orient School District 65, Orient Elementary School, 374 4<sup>th</sup> Ave, Orient, WA 99160- (509) 684-6873.**

The Orient School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, veteran or military status, gender, sexual preference, gender expression or identity, marital status, age, disability, and use of trained dog guide or service animal. The school provides equal access to the Boy Scouts of America and other designated youth groups with regard to all students who are interested in participating in educational programs and/or extra-curricular school activities, admission, access to services, treatment or employment and all opportunities in programs and activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district. Individuals who may need auxiliary aids, accommodations or modifications for communications, employment, programs, and/or services (including students who meet 504 criteria) are asked to make their needs and preferences known to the Principal at 509-684-6873.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

In accordance with Orient School District Policy, the unlawful possession, use and/or distribution of illicit drugs and/or alcohol or any other illegal chemical substance on school premises or during any school related activity is prohibited. Since drug, alcohol, and tobacco use is illegal and interferes with both effective learning and the healthy development of children and adolescents, the district has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment. Staff and students may be subject to disciplinary action or prosecution for violation of this policy. To ensure the safety, health and well being of all students and staff, the Board has developed procedures for a comprehensive substance abuse prevention program that in collaboration with the ESD 101, addresses prevention, intervention, referral, and other necessary corrective actions. Compliance is mandatory and will be enforced.

In accordance with Orient School District Policy, the use of any tobacco product on school district property, which includes school buildings, grounds, district owned vehicles and school buses, is prohibited. This holds true for employees, students, parents, visitors, spectators, and patrons. Staff and students may be subject to disciplinary action for violation of this policy. Tobacco is included in our comprehensive substance abuse prevention program that in collaboration with the ESD 101, addresses prevention, intervention, referral, and other necessary corrective actions.

In accordance with Orient School District Policy and state law, it is prohibited for any person to carry a firearm or any dangerous weapon (including toys that resemble weapons) on school premises, school provided transportation, or areas of other facilities being used for school activities. RCW 9.41.280 states: "...any violation of subsection (1) of this section by elementary or secondary school students constitutes grounds for expulsion from the state's public schools...an appropriate school authority shall promptly notify law enforcement and the student's parent/guardian regarding any allegation or indication of such violation.

The Orient School District uses Integrated Pest Management (IPM) modeled after Environmental Protection Agency recommended guidelines for the control of structural and landscape pests. IPM coordinates the use of non-chemical methods along with all available pest control methods. These include pruning, using disease resistant plants, and the judicious use of chemicals that are deemed the least hazardous to human health, and least damaging to the environment. Chemicals are applied by a commercial applicator or a licensed district employee. A notice will be posted in the school's main office 48 hours prior to the application of any biologic or chemical pesticide. It will provide the reason for application and the name of the product to be used. For individual pre-notification, please call the school and ask to be placed on the pesticide pre-notification list. Notification procedures do not apply to emergency applications to school facilities for the control of any pests that pose immediate human health or safety threats.

Orient School District Policy outlines information related to student records, including, but not limited to student/parent access to records and provides public access to district records according to the procedures developed by the superintendent and periodically reviewed by the board.

The Federal Family Educational Rights and Privacy Act (FERPA) permits a school district to release "directory information" about a student unless a parent/guardian chooses not to have it released. Parents/guardians receive a release form when enrolling their child in school and each fall parents/guardians are given a form to update. If the parent/guardian does not return the document, then it is assumed that it is okay to release information. If you mark "no" for any of the items on this form, we will honor that until you give us permission, in writing, to release your child's name or photo. Forms are available year-round at the District office.

The District has developed an Asbestos Management Plan for Orient School, as required by the Asbestos Hazard Emergency Response Act (AHERA) of 1986. The act requires schools to be inspected to identify any asbestos-containing building materials, and for any such suspected materials to be located, sampled (or assumed), and rated according to condition and potential hazard. Every three years the district conducts a re-inspection to determine whether the condition of the known or assumed asbestos-containing materials has changed, and to make recommendations on managing or removing the materials. A walk-through inspection is also made every six months.

It is the intention of the district to comply with all federal and state regulations controlling asbestos, and to take whatever steps necessary to ensure students and employees a healthy and safe environment in which to learn and work. AHERA manuals are available in the District office.

Special Education services are offered to students ages birth to 21 who meet state and federal guidelines and are in need of specialized education programs. The Orient School District uses a process called "Child Find" to locate these students (see Child Find link). If you suspect a student may be in need of these services, you may make a referral by contacting Cher Belcher at (509) 684-6873.

In addition to qualifying for the District's Highly Capable Program by meeting District policy criteria, students may be nominated by teachers, parents, peers, and members of the community to qualify for the program. Nominators will complete a referral form

available at the District office, and teachers will provide information that includes scores on statewide and local assessments, classroom performance and general achievement levels. A District team will screen each referral. If additional assessments are deemed necessary, the principal or designee will obtain written parental permission prior to administrating them. The District will notify parents and obtain their permission before their child becomes involved in the Highly Capable program. Parents shall receive a full explanation of the procedures for identification, program options, and the appeal process. Parents will be involved in the development of their student's education plan and its review.

Prior to attendance at school, families with a child having a life-threatening health condition such as a severe allergy, diabetes, asthma, or a severe seizure disorder are required to contact the school and present any medication or treatment orders necessary for their child's safety at school. Life threatening means that without planning, adequate supplies, medication, or treatment orders the child could be at risk of death at school. For such students, the school nurse will develop an individual emergency health care plan that will be kept on file in the District office and adhered to as written. In accordance with Board Policy, any student having a life threatening health condition may be excluded from school if provisions listed above are not met and provided with an alternative form of education.

In an effort to keep parents informed of the qualifications of teachers and para- eds, the Every Student Succeeds Act (ESEA) allows parents to inquire at school whether their child(ren)'s teacher(s) and Para-educators have met State qualifications and certification requirements for the grade level and subject taught. Parents may inquire whether a teacher is under emergency or conditional certificate through which State qualifications were waived, and they may request information about undergraduate or graduate degrees the teaching staff member holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration. Parents can also ask about paraprofessionals your child in reading, writing, and/or mathematics. We can tell you whether they have qualifications and/ or licensing requirements. Orient School District annually conducts a review of assignments and qualifications.

In addition to the policies that are directly referred to in this notice, the District would also like you to review the information in the Orient Family/STUDENT Handbook and the Orient School Website.

**If you have any questions, please call the District Office at 684-6873.**

**PLEASENOTE: Our physical and mailing address is: 374 4<sup>th</sup> Avenue, Orient, WA 99160**

If any errors or omissions or typos were printed in this publication it was not intentional.

Orient 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 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: HIB Officer, Civil Rights and Section 504 Coordinator, Sherry Cowbrough, 509-684-6873, [sherry.cowbrough@orientdsd.org](mailto:sherry.cowbrough@orientdsd.org), Title IX, Gretchen Cruden 509-684-6873. [Gretchen.cruden@orientdsd.org](mailto:Gretchen.cruden@orientdsd.org), 374 4th Ave., Orient WA 99160.