

Annual Notifications.

Published as required by law to inform the community

This information is printed and distributed annually to all parents of the Coulee-Hartline school district to inform them of their rights and responsibilities. Complete policies and procedures are available in the district office.

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the students’ education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Coulee-Hartline school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s

education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The District will 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. The district will also forward, without consent, transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

Not all confidential records are maintained by the district indefinitely. If a parent/guardian, or student 18 years of age or older, wishes to obtain a copy of the student’s confidential file, a written request must be made to the principal.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DE 20202-4605

CHILD FIND: The Coulee-Hartline school district provides many programs for children residing in our school district at no cost to the parent/guardian. The schools offer special programs such as speech therapy, physical and

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occupational therapy, Title I/LAP and Special Educational academic programs, and preschool classes to special needs children 3 years and older.

Developmental screening and/or comprehensive assessments for children who are suspected of having a disability, which could adversely affect their educational development, are available at no cost to you for a free and appropriate public education. These services are available for persons between the ages of birth through 21 years of age with suspected disabilities including highly mobile children with disabilities (such as migrant and homeless children). Children suspected of having a disability and in need of special education even though they are advancing from grade to grade, who are residing within the boundaries of the Local Education Authority (LEA) and not currently receiving special education services, are identified, located, and evaluated.

If you would like to make an appointment for a free, developmental screening and/or comprehensive assessment for your child, please call: 632-5231

TITLE I: Title I funds have been used by the Coulee-Hartline school district to provide qualified students a remedial reading and math program. Students receive additional assistance from paraprofessionals in the classroom as well as from community volunteers.

LEARNING ASSISTANCE PROGRAM (LAP): The LAP grant has been used to provide one-to-one and small group help to children that need additional assistance.

HIGHLY CAPABLE PROGRAM:

In order to develop the abilities of each Highly Capable Program student, the district will offer a highly capable program which provides kindergarten through twelfth grade students selected for the program access to basic education program that accelerates learning and enhances instruction. The framework for such programs will encompass, but not be limited to, the following objectives:

- A. Expansion of academic attainments and intellectual skills;
- B. Stimulation of intellectual curiosity, independence and responsibility;
- C. Development of a positive attitude toward self and others; and
- D. Development of originality and creativity.

The nomination, screening process, assessments, selection, programs, appeal process, and exiting process can all be found in board procedures 2190P available on the CH District information webpage or in paper form from the school offices.

Each spring the district will send out notices that new nominations will be accepted from Parents, community members, staff, and students for placement in the next school year.

HOME BASED INSTRUCTION: A parent who intends to cause his/her child or children to receive home-based instruction in lieu of attendance or enrollment in a public school, approved private school or an extension program of an approved school, must file an annual declaration of intent. Forms are available in the district office.

McKENNEY-VENTO AND CHILD FIND: As required by Federal law (McKinney-Vento), the Coulee-Hartline school district ensures that homeless children and youth are provided equal access to the same free, appropriate public education, including preschool education, as provided to other children and youths.

The McKinney-Vento Act is a federal law that makes sure children and youth who do not have permanent housing can go to school and preschool. It gives children and youth rights to enroll in school, stay in school, get transportation to school, and gives these same children access to school lunch programs. If you become aware of students who may qualify for services under the McKinney-Vento Act, or are in need of services for students in your family, please contact the principal of your school with this information or the Local Homeless Liason – Kelley Boyd or the State homeless contact: Melinda Dyer at 360-725-6050

ChildFind is the process of identifying all persons from birth to age 21 who may be educationally handicapped. In the early years it is especially important to identify those children who may require special attention in some area. Identifying a concern early can lessen the effects of the problem for the child in later years. The Coulee-Hartline school district is responsible for evaluating and identifying children who may require special education services, and for providing those services to district children age 3 and older. If you feel that you have a student who may require special attention in some area please contact the Coulee-Hartline School District.

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SPECIAL EDUCATION: Any application and any required policies, procedures, evaluations, plans, and reports will be made readily available to parents and other members of the general public through the district special education and superintendent office: 632-5231

MEDICATION AT SCHOOL: State law requires that orders from a licensed health care provider for medication and/or treatments and a nursing care plan be in place before a student with a life-threatening health condition attends school (RCW 28.A.210). A health condition is considered life-threatening if that condition will put the student in danger of death during the school day if a medication or treatment order is not in place.

POLICY AND PROCEDURE 3416 allows school personnel to administer oral medication during school hours only under limited conditions which include a written request by a parent/guardian and a physician or dentist.

Under normal circumstances prescribed and over-the-counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. If a student must receive prescribed or over-the-counter oral or topical medication, eye drops, ear drops or nasal spray ("medications") from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

Nonprescription medications must be sent to school in the original container. Prescription medications must be in a container appropriately labeled by a physician, dentist, or pharmacist. All medications must be accompanied by the Medication Request Form, which may be obtained from school office personnel. If a student needs to carry and self administer their own medication, the school office manager or school nurse must be contacted for more information about appropriate and necessary procedures.

POLICY AND PROCEDURE 3413 require that all students submit records of immunity to specified childhood diseases in order to register for school. Parents/guardians may claim a medical, philosophical, or personal exemption from any or all immunizations for their children. Please contact the school office with questions about immunization requirements.

PEST CONTROL POLICY (POLICY 6895 AND PROCEDURE 6895): The Coulee-Hartline School District has policy #6895 and procedure #6895P (see below) in place outlining Pesticide Notification, Posting and Record Keeping. The District strives to manage pests by the most economical and beneficial means, and with the least possible hazard to people, property, and the environment. The district may apply pesticides in the following areas; playfield, classroom, food service areas and buses, during the course of the year. The District will post notices, in the form of signs, in the school office, on bulletin boards and perimeter fences 48 hours prior to application. Full and detailed pesticide policies, methods and notice information will be provided upon request.

DANGEROUS WEAPONS POLICY (POLICY 4210): It is a violation of state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
 - B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
 - C. Persons competing in school authorized firearm or air gun competitions; and
 - D. Any federal, state or local law enforcement officer.
- The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

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DRUG AND ALCOHOL FREE SCHOOL AND WORKPLACE (POLICIES 3242 / 5201,): Possession, use of, or impairment by alcoholic beverages, illegal drugs, controlled substances or nonprescription drugs while on school premises or at school sponsored events is not allowed. Students can be suspended and/or expelled. Employees will be subject to discipline action and possible discharge.

USE OF TOBACCO ON SCHOOL PROPERTY (POLICY 4215): Any use of tobacco products by staff, students, visitors, and community members shall be prohibited on school district property. Possession or distribution of tobacco products by minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles.

HARASSMENT, INTIMIDATION, BULLYING (Policy 3207)

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional 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 race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

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

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.

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

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 are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, 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. 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.

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.

Please direct all informal or formal complaints to the compliance officer: James Evans – Superintendent

Asbestos: In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHEARA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-

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The law further requires an asbestos management plan to be in place by July 1989. Coulee-Hartline School District developed a plan, as required. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

It is the intention of Coulee-Hartline School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure student and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. Don Hall is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 632-5231.

ANNUAL MEASURABLE OBJECTIVES (AMO):

AMOs are unique yearly targets in reading and mathematics for each subgroup, school and district, as described in Washington's Elementary and Secondary Education Act (ESEA) Flexibility Request. AMOs replace the state uniform bar used under Adequate Yearly Progress (AYP) as prescribed in ESEA

Explanation of these steps and consequences to the school and district can be found on the OSPI website, along with school lists:

<http://www.k12.wa.us/ESEA/AMO.aspx>

SCHOOL REPORT CARD:

Progress of all Coulee-Hartline District's schools can be found on the OSPI Report Card website found at:

<http://tinyurl.com/hobearm> or follow the link on the district

website along with State NAEP results.

CITIZEN COMPLAINTS FOR FEDERAL PROGRAMS:

Procedures to file a citizen complaint can be found at: <http://www.k12.wa.us/title/citizenComplaint.aspx>

NONDISCRIMINATION DISCLOSURE: Coulee Hartline School District complies with federal and state rules and regulations by not discriminating 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. This holds true for all students who are interested in participating in all educational programs and/or extracurricular school activities. A variety of educational programs are offered for all students upon enrollment in the Coulee-Hartline School District.

Students, and/or parents, staff or other individuals acting on behalf of students of the district are eligible file a complaint. The complaint procedure is outline in Board Policy 3210 and 3210P. This complaint procedure is designed to assure that the resolution of real or alleged violations shall be directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure shall apply to the general conditions of nondiscrimination policy (Policy No. 3210) and more particularly to policies dealing with guidance and counseling (Policy No. 2140) co-curricular program (Policy No. 2150), and curriculum development and instructional materials (Policy No. 2020).

Inquiries regarding compliance and/or grievance procedures may be directed to the Title IX Officer: Coulee-Hartline-Kelley Boyd/James Evans; Civil Rights Coordinator: Kelley Boyd; Section 504 Officer Jennifer Goetz (509)632-5231.

EQUAL OPPORTUNITY EMPLOYER: The Coulee-Hartline School District complies with federal and state rules and regulations by not discriminating 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. This holds true for all district employment and opportunities.

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Inquiries regarding compliance and/or grievance procedures may be directed to the Title IX Officer: Coulee-Hartline-Kelley Boyd/James Evans; Civil Rights Coordinator: Kelley Boyd (509) 632-5231

To ensure fairness and consistency, the district has adopted procedures found in board policy 5010 and 5010P to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No staff member's status with the district shall be adversely affected in any way because the staff member utilized these procedures.

**COMPLETE POLICIES PROCEDURES AND INFORMATION ARE
AVAILABLE UPON REQUEST FROM THE SCHOOL OFFICE.
PLEASE CONTACT KELLEY BOYD AT 632-5231.**