



ACH ELEMENTARY SCHOOL

*Home of the Warriors*

2021-2022

P O Box 217 - 310 South 3<sup>rd</sup> Street, Almira, WA 99103

Phone: 509-639-2414 Fax: 509-639-2620

Web site: [www.almirasd.org](http://www.almirasd.org)

**PRINCIPAL’S MESSAGE**

Dear Parents/Guardians and Students:

Welcome to the 2021-2022 school year! I am excited to be your new principal and look forward to meeting each and every one of you. The faculty and staff join me in saying we’re happy to have you as part of the ACH family, thank you for sending your children to us. We hope this will be a successful and satisfying year for you.

The following pages of this student handbook are filled with important information regarding our school policies and procedures. Please review each page together as a family, it will help your child to clearly understand what is expected of them and what is expected of us as a staff. If you have any questions, please call the school office. We believe that open and clear communication between school and home is important to the success of your child and our educational program. The district has the right to make updates or changes to this handbook as needed. A copy of the changes will be sent home to parents/guardians.

Kelsey Hoppe, Principal

**District and News Media**

In the Almira School District, we enjoy celebrating the achievements and activities of our students. We may highlight and recognize student achievements and activities with our community through school and district newsletters, the news media (may include interviews with newspaper, television, radio) and on the Internet (school and district websites). Student achievements and activities will be published unless the parent/guardian directs otherwise. A media “opt out” form may be found on line at [almirasd.org](http://almirasd.org) or by calling the district office at 509-639-2414.



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Dear Parent/Guardian:

Please review the ACH Elementary School Handbook with your child. Sign below and return this form to the school.

My child, \_\_\_\_\_, and I have reviewed and understand the Student Handbook for 2021-22 school year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature



# Mission Statement

“We are: Valued. Inspired. Resourceful. Together.”

# Vision Statement

“Molding the future, while we honor the past.”

## ACH Elementary Staff 2021-2022

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**DISTRICT OFFICE:** 639-2414

<i>Mr. Dan Read</i>	<i>Superintendent</i>	<i>Mrs. Laureen Robertson</i>	<i>Business Manager/Admin. Secretary</i>
<i>Mrs. Kelsey Hoppe</i>	<i>Principal</i>	<i>Justin Manning</i>	<i>Transportation Supervisor</i>

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**ALMIRA-COULEE-HARTLINE ELEMENTARY STAFF:** 639-2414

<i>Luci Klein</i>	<i>School Secretary</i>	<i>Julianna Hughes</i>	<i>Kindergarten</i>
<i>Megan Victorino</i>	<i>1<sup>st</sup> and 2<sup>nd</sup> grades</i>	<i>Mana Victorino</i>	<i>PE</i>
<i>Nikki Manning</i>	<i>Head Cook</i>	<i>Tasha Mings</i>	<i>Kitchen/custodian</i>
<i>Nicole Hendrickson</i>	<i>School Nurse</i>	<i>Michelle McCleary</i>	<i>Maintenance/Custodian</i>
<i>Nicole Conway</i>	<i>5<sup>th</sup> grade / Technology Coordinator</i>	<i>Mason Jaeger</i>	<i>3rd and 4th grades</i>
<i>Kristi Okamoto</i>	<i>Music / ASB Advisor</i>	<i>Amanda Goodwin</i>	<i>Pre-K teacher</i>
<i>Faith Shores</i>	<i>Elem. Math / 5th gr. Science</i>	<i>Karin Whitaker</i>	<i>Special Education</i>

Welcome to our school here in Almira! Our goal is to provide you with a quality education in a warm, safe and friendly environment. The information in this handbook may be updated throughout the school year. We look forward to a productive and exciting school year!



### Almira School District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

- 1. Phone:** 509.204.9941
- 2. Text:** Text your tip to 509.204.9941
- 3. Email:** 1592@alert1.us
- 4. Web:** <http://1592.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1592.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

## WARRIOR PRIDE

We show our **Perseverance** by staying positive, setting goals, and learning from our mistakes. We never give up!

We demonstrate **Respect** by showing consideration, appreciation and acceptance! We treat others the way we want to be treated and by caring for the environment and ourselves. We use appropriate language and behavior.

We display **Integrity** by following the code of behavior. We are responsible, trustworthy and trusting-we do our own work and stand up for ourselves.

We exhibit **Discipline** when we strive for consistency, attend class daily, work hard to be on time, meet deadlines and achieve goals.

We illustrate **Excellence** when we do our personal best, always try to improve, and lead by example. We act with the highest quality and inspire others.

## AFFECTION

Accepted physical contact will be limited to holding hands or temporary hugs. Unacceptable displays of affection are not permitted; Examples are kissing, inappropriate touching, and extended close proximity where students are sitting or laying on one another.

## Attendance

Washington State Law (RCW28A.225) mandates that parents of any child between the ages of 8 and 18 years of age in this state require their children to comply with the compulsory school attendance law. Regular school attendance is vital to school success. ACH Schools do many things to help ensure students' achievement; however, none can succeed if the student is not in school. It is essential that students attend school unless they are sick or have an excused absence. Typically, over half of the students who fail academically do so because of very poor attendance. Parents and students are encouraged to recognize the importance of attendance and the close relationship between a student's success and school attendance. A student must attend school for a full day or have a pre-planned absence in order to participate in activities or sport practices/games. If an unforeseen medical or family emergency occurs, approval may be granted by the principal to participate in the daily activity/sport.

## EXCUSED ABSENCES

Board Policy (3122) concerning excused absences read all follows: Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree. Absences due to scheduled appointments or family planned activities need to be "pre-planned." This means the parent calls or emails to let the school know that the student will be absent. The school will provide the student with the homework in advance so that it can be turned in on the due date of the assignment. **After a student is absent for last minute absences due to illness or emergencies, the school must receive a written note, email or phone call from a parent or guardian in order to excuse the absence. If the student is gone frequently due to illness, the principal may ask for a doctor's note.**

## UNEXCUSED ABSENCES - UNEXCUSED ABSENCES FALL INTO TWO CATEGORIES:

- A. Submitting a signed excuse which does not constitute an excused absence as defined previously; or
- B. Failing to submit any type of excuse statement signed by the parent/guardian.

The district is required to report all excused/unexcused absences to the state. These reports are audited and must be accurate. Students will not be given credit for work missed during an unexcused absence. If a student receives multiple absences in a month, 10 absences per semester, or 20 absences in a year, the student is considered truant and the school may petition the Lincoln County Juvenile Court, for compelled attendance. If after numerous absences due to illness is reported, a parent may be required to provide a doctor's excuse in order for the absence to be excused.

## **MAKE-UP WORK**

When students have a pre-planned absence, the homework due date is decided by the teacher. When students are sick or have a family emergency, the students are given one day for each day absent to make up the assignment. Students cannot make up homework when they have an unexcused absence.

## **ARRIVAL/DISMISSAL**

Students are **not** to arrive at school before 8:05 A.M. For those who wish to participate, the school breakfast program is ready at 8:05 A.M. Class begins at 8:25 A.M., and school is dismissed at 3:05 P.M. Students must always check in and out with the office when leaving or returning to school.

## **TARDINESS**

Students are expected to be in class on time. Students are tardy whenever they arrive to class after the tardy bell has rung (8:25 A.M.). When they are tardy, they will be excused only when the reason for the tardy is acceptable as a school absence and a note is brought from home. Excessive tardiness will result in disciplinary action and will be cumulative throughout each quarter. Consequences will follow a progressive plan of disciplinary action. Perfect attendance means the student was neither absent NOR TARDY.

## **CONFERENCES / REPORT CARDS**

Conferences are scheduled for the purpose of reporting student progress. These are held in the fall for all students and in the spring as needed. Report cards are given out four times per year, at the end of each quarter. As partners in education, teachers are pleased to schedule additional conferences to address other concerns or questions. Parents should not ask us to hold conferences in public places or when classes are in session. If a parent would like to schedule a conference with a teacher or counselor, please call the school to make arrangements.

## **DRESS CODE**

Student dress shall only be regulated when, in the judgment of school officials there is reasonable expectation that:

- A health or safety hazard shall be presented by the student's dress appearance.
- Damage to school property or damage to others could result from student dress, or
- A disruption of the educational process could result from the student's dress or strapless appearance.

**PE Dress Code:** Socks and tennis shoes must be worn for PE days.

**Dress Standard:** Clothing which may be considered violent, or which displays inappropriate language, sexual innuendo, obscene, or advertise for drugs-alcohol or tobacco is prohibited. Clothing shall not be excessively tight, revealing or distracting. Undergarments shall not be visible; this includes, but not limited to, see-through clothing, any part of a bra (including the straps), boxer shorts or elastic waistband of underwear (no sagging).

**Head Coverings:** The wearing of headwear in the building is prohibited. This includes, but not limited to, hats, hoods and bandanas (wearing designer scarves and headbands are allowed as long as they do not cause a disruption).

**Tops/Shirts:** Tops shall completely cover the torso (the stomach and lower back) at all times. No cleavage shall be visible at any

time; unacceptable tops include, but not limited to, halter-tops, low-cut tops, bare-midriff tops, tops with spaghetti straps, and fishnet tops. Tank tops are not allowed. Shirts cut with extremely large arm holes and excessively tight tops are not allowed.

**Skirts/Short/Dresses:** Skirts, shorts, dresses shall not be shorter than 5 inches above mid knee (standing and sitting). Excessively tight, cleavage, strapless dresses shall not be worn at school.

**Shoes:** As a health and safety precaution, students must wear shoes at all times. During recess and/or sports activities students should wear closed-toe shoes to protect their feet.

## **EMERGENCY SCHOOL CLOSURES**

Occasionally school may be closed because of the weather or other emergencies. The District has implemented the School Messenger Emergency notification system, which is tied to the Skyward family information that is provided by the parent via online registration or hard copy enrollment forms done at the beginning of each school year. Parents may also listen to radio KEYG, 1490 AM, 98.5 FM (Key) or KPQ 560 AM, or watch KHQ (channel 6), KREM (channel 2) or KXLY (channel 4). No announcement means normal operation. Please have a prearranged alternative plan for your child(ren) in the event of an unexpected early dismissal. Please keep the school informed of any change in the emergency contact information for our files.

## **Electronic Devices and Cell Phones**

Electronic devices that may be allowed at school are phones, iPods or tablets, but must be turned off on campus and stored in a locker. The only times they may be turned on is before entering the building, when school is out or when requested by a member of the staff. The school is not responsible for damage, lost or stolen devices. If a student brings a device or is caught using a device without school staff permission the item will be placed in the office for the parent to pick up.

## **FOOD SERVICE INFORMATION**

### Lunch and Lunchroom

The school lunch prices are as follows:

K-5 = \$ 2.35

6-8= \$2.85

Adults = \$5.00

Milk = \$ .35

Breakfast = \$1.00

Adult breakfast =\$1.50

NEW THIS YEAR: No more reduced price lunches. Students that are approved for reduced lunches will receive free lunches and breakfasts

Regulations and applications for free and reduced lunches are available in the office or online at [www.almirasd.org](http://www.almirasd.org) under parent resources. All students will receive applications the first day of school.

### **FOOD SERVICE CHARGING AND PAYMENT POLICIES**

Almira School District has a **NO CHARGE POLICY**. However, the school will provide hot lunch for up to 3 days while waiting for payment. After the 3 days the student will need to bring cold lunch. If the payment of school lunches is causing a hardship for the family, they are encouraged to contact the school in order to find a solution to the problem.

**No child will be refused a meal**

**Students may pay for their meals in one of the following ways:**

Parents may forward a check made payable to Almira Schools for advanced purchase of child's meals. This amount can be payment for as many meals as the parent wants to pay for in advance. We will put this credit on the child's account and pull out the appropriate amount for each lunch, breakfast or milk that is purchased. When the account falls below \$6.00 the school will notify the parent that an additional deposit is needed. Child may pay cash for each meal that is purchased to the lunch room personnel on duty that day.

## **FIRE DRILLS**

Fire and emergency drills are necessary to protect the safety of our students and staff and occur occasionally throughout the year. Specific directions for exiting the building are posted in each classroom and are practiced through such drills.

## **Health Services**

The nurse is in our building on a part-time basis only. AT the beginning of each school year, parents will complete a Health Registration form. This is to let the school know of any health problems with their children. Please keep us informed about changes in health or activity limitations as they occur. Please stay home when sick. Those with flu-like illness should stay home for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. Students should stay home even if they are using antiviral drugs. Students who appear to have flu-like illness will be sent home. The Department of Health emphasizes the importance of the basic foundations of influenza prevention: stay home when sick, wash hands frequently with soap and water when possible, and cover noses and mouths with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available).

### **SYMPTOMS THAT CHILD IS TOO SICK FOR SCHOOL**

If your child has any of the following symptoms, please keep him/her home, or make appropriate child care arrangements. It will be necessary to pick your student up from school as soon as possible if he/she shows any of the following symptoms at school:

- **Fever:** temperature of 100.4 degrees Fahrenheit or higher. Child must not have a fever for 24 hours, without the aid of fever reducing medication (ie Ibuprofen or Tylenol) before returning to school.
- **Vomiting:** child should not return to school for 24 hours following the last episode of vomiting.
- **Lice, scabies:** Children may return to school after appropriate treatment has been administered properly.
- **Diarrhea:** more than one watery stool in a 24-hour period, especially if the child acts or looks ill.
- **Chronic cough and/or runny nose:** continual coughing and excessive nasal discharge. Conditions may be contagious and may require treatment from your healthcare provider.
- **Sore throat:** especially with fever or swollen glands in the neck.
- **Rash:** body rash, especially with fever or itching.
- **Ear infection:** with fever. Without fever you can attend school, but the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **Eye infection:** Eye infection: pink eye (conjunctivitis) or thick mucus or pus draining from eye.
- **Unusual appearance, behavior:** abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.

## **IMMUNIZATIONS**

Washington State Law requires that all students: Pre-K through twelfth grade must provide medically verified immunizations in accordance with the current laws before being allowed to attend school. The school immunization law states that the students must have current medically verified immunizations or a certificate of exemption signed by a health care provider and parent on file at school.

## **MEDICATION AT SCHOOL**

The law requires the following in order for medication, including inhalers, to be administered at school:

1. Written instructions from the doctor.
2. Written permission from the parent.
3. Medication in the original container.
4. The permission and instructions are only good for one school year.

The written instructions from the doctor must include the child's name, the name of the medication, its actions and side effects, and times and directions for administration. Forms are available in the school office. The Law of Washington includes both prescription and over-the-counter medication. If, for some reason, you do not have Health Provider's Orders, you may come to the office and administer the medication yourself. Most medication can be scheduled for administration before and after school. Please ask your doctor if this is possible.

## **HEALTH SCREENING**

Vision screening for farsighted or nearsightedness and hearing screening for hearing loss take place at school each year for all K – 7 students. These are screening services only and do not take the place of regular health care provider's examinations.

## **HEAD LICE**

Children with head lice will be removed from school until the appropriate treatment has been administered properly. Severe cases will require a doctor's release to return to school.

## **Insurance**

School insurance is available for purchase to all students. A packet is sent home at the beginning of each school year.

## **Lost & Found**

A Lost and Found is maintained in the building in the school office. Please check it any time you are in the building or have your children look any time items are missing. You can greatly help in our efforts to return lost items by making certain all your child's belongings are clearly marked with his/her name.

## **Library Books**

Students are responsible for all books, including library books, issued during the school year. Any lost or damaged books must be paid for. If a lost book is found up to one year later, money paid will be refunded.

## **Lockers**

Upon entering 6<sup>th</sup> grade, students are assigned a locker, which is not to be traded or exchanged unless authorized by school staff. Students are expected to keep belongings in their own lockers. Backpacks and other personal items are not to be left in the hallway at any time.

## **Money and Valuables**

Students are requested not to bring more money to school than is needed during the school day. Valuable items should be left at home rather than brought to school. THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS LOST OR STOLEN!

## Recess

Since students go outside for recess, please make certain they dress appropriately for weather conditions. Students participate in recess unless weather conditions are extreme. During wet weather or winter months you might want to tuck an extra pair of socks and/or pants into your child's backpack. Tennis shoes should be sent to school or worn for physical education classes. In the colder months, classroom temperatures may be cooler than what some may consider the ideal comfort level. It is a good idea for students to keep a sweater or sweatshirt in their classroom for such an occasion.

## Visitor Policy

Visitors (including parents) are always welcome, but they are asked to observe the following policy:

1. All visitors **MUST** report to the office first upon entering the school.
2. Classroom visitations must be arranged with the teacher and principal at a mutually convenient time.
3. Visitors are asked to be unobtrusive and not talk to the teacher while instruction is in progress.
4. We do not encourage students from other schools to visit.

## Sexual Harassment, Bullying and Intimidation

Almira School District maintains a working and learning environment for staff, students and visitors that provides for fair and equitable treatment, including freedom from sexual harassment, bullying and intimidation. School Board policy 6590 Sexual Harassment and 3207 Bullying and Intimidation (which includes cyber-bullying) requires students, staff members or visitors who violate these policies to be subject to appropriate discipline or other appropriate sanctions. Please direct complaints to the district's Affirmative Action/Title IX Compliance Officer, Dan Read 509-639-2414 or mail in to: Almira School District, PO Box 217 Almira, WA 99037

## Progressive Discipline

A safe and orderly school environment is essential for teaching and learning to take place. This code is in effect during school hours, on school property or during school related activities. Students are responsible for their own actions and held accountable for: All rules and responsibilities within this document and the Almira/Coulee-Hartline School Board of Directors' policies concerning student conduct, and other rules set forth by the Almira/Coulee-Hartline administration. Students not adhering to any of the above will be subject to intervention, discipline, suspension and/or expulsion. Students who accumulate multiple offenses will be considered for more serious consequences.

## Progressive Discipline Plan

### DISCIPLINE STATEMENT

When dealing with student discipline, teacher and administrative corrective action takes into account the student's behavior record. Records are maintained on disciplinary actions for each school year of their attendance here. Repeated offenses will lead to more severe disciplinary action. (WAC 180-40-245-2) Students may be suspended without previous forms of corrective action for any violation of severe misconduct rules listed if the violation is serious in nature and/or is disruptive to the educational environment of the school. (WAC 180-40-260-2)

In our effort to develop responsible citizens and maintain an environment for learning, consistency from parents and staff in teaching students to follow school expectations is important. Please discuss with your child the need for good behavior and a good attitude. Consequences for students who choose not to follow school rules or procedures will be progressive and are intended to match the behavior. Depending upon the infraction, consequences could include:

- Warning
- Verbal correction or apology
- Conference with the teacher

- Conference with principal or counselor
- Action plan/discipline plan
- Time out in classroom or office
- Detention
- Parent contact
- Parent Conference
- Report to proper authorities (police, court, probation officer)
- In or out of school suspension / intervention
- Expulsion
- Other action appropriate to the infraction

\*\* A student suspended or expelled for any reason may not participate in any school-sponsored activity during the suspension period and he/she is not to be on any ACH property without specific permission from the principal.

### Miscellaneous Information

The principal or principal designee may deny any student the right to participate in a field trip if he/she believes the student is likely to behave inappropriately

### Misconduct

Certain behaviors are considered to have a serious negative impact on the school climate and order. These behaviors interfere to such a degree that the student will be immediately referred to a building administrator for appropriate consequences, which may include a referral to the local law enforcement agency. The following acts or omissions by a student while on school property, while traveling to or from school, or at any school-sponsored activity or event off school property, are prohibited and shall constitute cause for intervention, discipline, suspension, or expulsion by authorized school district authorities:

1. Fighting or assault: Hitting, kicking, or striking another individual. Use or possession of tobacco or any tobacco product.
2. Use or possession of drugs, alcohol or drug related paraphernalia. Possession of substances represented to be drugs, alcohol or tobacco will be treated as if they were "authentic".
3. Theft or possession of stolen property; destruction of school/personal property, including vandalism.
4. Use, threat or possession of explosives, fireworks or look alike products or related materials, including bomb threats or false fire alarms.
5. Possessing or displaying weapons or look alike weapons.

Harassment occurring on school grounds at any time or off school grounds at a school activity:

- A. Sexual harassment means comments (oral or written), advancements or physical contact of a sexual nature which is unwelcome or uninvited and is directed by a student toward another student, teacher or other person is prohibited.
  - B. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act.
  - C. Other harassment is also prohibited and is defined as intimidating another person in a way that places that person in fear of harm to his/her person, or causes disruption to the normal operation of the school.
6. Willful disobedience by refusing to follow reasonable directions of school personnel.
  7. Foul language or vulgar gestures.
  8. Failure to comply with the restricted/closed campus policies.
  9. Written or verbal threats of violence on or off school grounds, pictures or drawings depicting violence directed at individuals,

groups of people or places.

10. Disruptive Conduct: Intentionally causing a substantial and material disruption of school operations.
11. Truancy: Absence from school without parental permission.
12. Criminal Acts: Includes but not limited to false fire alarms, vandalism, and intimidation.
13. Blackmail, Extortion, Coercion, Intimidation: Obtaining money, property, or favor by violence or threat of violence performed against persons; or forcing another to perform any act against his/her will by force or by threat of force.
14. Alteration of Records: falsifying, altering or destroying a school record or any communication between home and school.
15. Cheating: knowingly submitting work of others represented as his/her own shall be considered cheating. Cheating also includes the aiding and abetting of cheating by others.

**NOTICE TO STUDENTS AND PARENTS REQUIRED BY FEDERAL  
DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989:**

The Almira School District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of school activities as outlined in District Policy 3242. A student in possession of substances represented to be drugs, alcohol or tobacco will be treated as if they were "authentic." Compliance with this rule is mandatory; students who disregard the prohibition will face the consequences as outlined. The use of illegal drugs and the unlawful possession and use of alcohol is wrong and harmful to health and education. The district can assist in arranging access to drug and alcohol entry programs; for further information contact your school principal.

**POSSESSION OR USE OF DRUGS AND/OR ALCOHOLIC BEVERAGES/  
POSSESSION OF PARAPHERNALIA  
(Board Policy 3242)**

In accordance with WAC 180-40-262(2), the Almira School district has established that the following behaviors constitute exceptional misconduct: Possession, use of, impairment by alcoholic beverages, illegal drugs, controlled substances or nonprescription drugs while on school premises or at school sponsored events. Possession or use of paraphernalia intended for storage, use or distribution of the above listed drugs/alcohol while on school premises or at school sponsored events. Attendance at school or school sponsored events following an on or off campus consumption or use of the above listed alcohol drugs. Prior to assessing a student for impairment using DITEP (Drug Impairment Training by Educational Professionals) trained assessors, the administrator will notify the parent/guardian and the student.

**USE OF TOBACCO ON SCHOOL PROPERTY  
(Board Policy 4215)**

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property at all times. 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. Notices advising students, district employees and community members of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and shall be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

**DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE  
(Board Policy 5201)**

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high-quality performance for the students that the staff serves. "Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed. For these purposes, the board declares that the following behaviors will not be tolerated: Reporting to work under the influence of alcohol, illegal chemical substances or opiates. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.

Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances or opiates, using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district. Any staff member who is taking a drug or medication whether or not prescribed by the staff member's physician, who may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary. As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within ten days of such conviction, regardless of the source of the information. Each employee shall be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement. Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the district's discretion as it deems appropriate.

### **REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES (Board Policy 4210)**

It is a violation of district policy and 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 superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and **RCW 9.41.280** are reported annually to the superintendent of Public Instruction.

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: Persons engaged in military, law enforcement, or school district security activities; Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course; Persons competing in school authorized firearm or air gun competitions; and 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: Persons with concealed weapons permits issued pursuant to **RCW 9.41.070** who are picking up or dropping off students; and 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.

### **NOTIFICATION OF THREATS OF VIOLENCE OR HARM (Board Policy 4314)**

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances. Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means. Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons or visitors. The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans. Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services. District staff shall work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, those threatened and those making the threats. Necessary information about the person making the threat shall be communicated by the principal to teachers and staff, including security personnel. State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution. The superintendent is directed to develop and implement procedures consistent with this policy.

### **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING (POLICY 3207 05.15)**

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "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 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: 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. D. Has the effect of substantially disrupting the orderly operation of the school. 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).

#### **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, such as a school-sponsored field trip.

***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

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office.

#### Behaviors/Expressions

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 shall be implemented in conjunction with comprehensive training of staff and volunteers.

#### 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 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.

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 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. 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 superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

## **NONDISCRIMINATION AND AFFIRMATIVE ACTION (SCHOOL BOARD POLICIES 3210/ 5010)**

#### Nondiscrimination

Almira 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 employee(s) has been designated to handle questions and complaints of alleged discrimination: Rev. Dec. 2019

<p><b>Title IX Coordinator</b>  Name and/or Title*: Dan Read  Address: PO Box 217, Almira WA 99103  Telephone Number: (509) 639-2414  Email: dread@almirasd.org</p>	<p><b>Section 504/ADA Coordinator</b>  Name and/or Title*: Kelsey Hoppe  Address: PO Box 217, Almira WA 99103  Telephone Number: (509) 639-2414  Email: khoppe@almirasd.org</p>
<p><b>Civil Rights Compliance Coordinator</b>  Name and/or Title*: Dan Read  Address: PO Box 217, Almira WA 99103  Telephone Number: (509) 639-2414  Email: dread@almirasd.org</p>	

Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, handicapped, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action shall also include recruitment, selection, training, education and other programs. The superintendent shall develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, handicapped, ethnic minorities and women and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment. This policy, as well as the affirmative action plan, regulations and procedures developed according to it, shall be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the board.

Employment of Persons with Disabilities: In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions shall prevail:

- A. No qualified person with disabilities shall, solely by reason of a disability, be subjected to discrimination, and the district shall not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.
- B. The district shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
  - 1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
  - 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.
- C. The district shall not make use of any employment test or criteria that screens out persons with disabilities unless:
  - 1. The test or criteria is clearly and specifically job-related; and
  - 3. Alternative tests or criteria that do not screen out persons with disabilities are available.
- D. While the district may not make a pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes in initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

WHAT IS DISCRIMINATION?

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

#### **What is a Protected Class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

#### **What should I do if I believe my child is being discriminated against?**

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

#### **What if I can't resolve the problem with the school?**

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

#### **What if I don't agree with the superintendent's decision or no one responds to my letter?**

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

#### **What will happen at the hearing?**

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

#### **What if I don't agree with the School Board's decision?**

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI  
Administrative Resource Services  
P.O. Box 47200  
Olympia, WA 98504-7200  
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided

information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

**SEXUAL HARASSMENT  
(SCHOOL BOARD POLICY 6590)**

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when: Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit; Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment. Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff is responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff is also responsible for directing complainants to the formal complaint process. The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors.

**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, such as a school-sponsored field trip.

***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

***How do I report sexual harassment?***

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Dan Read/Superintendent at 509-639-2414. For a copy of the districts' Sexual Harassment policy and procedure, contact your school or district office or [www.almirasd.org](http://www.almirasd.org).