

Annual Notifications.

Published as required by law to inform the community

This information is printed and distributed annually to all parents of the Almira 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) affords 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 Almira 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

EVERY STUDENT SUCCEEDS ACT (ESSA)

ESSA places an emphasis on parents' right to know about the professional qualifications of their child's classroom teachers. Parents have the right to request the following information about the instructional staff working with their child: • Has the teacher met state certification for the grades and subjects that he or she is teaching? • Is the teacher working with an emergency or conditional certificate? • What was the baccalaureate degree major of the teacher and any other graduate certification or degree held? • What are the qualifications of the paraeducators working with the child? Requests for information should be sent to their respective district superintendent.

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 board will annually approve the district's highly capable plan including: the number of students the district expects to serve by grade level; the district's plan to identify students; a description of the highly capable program goals; a description of the services the program will offer; an instructional program description; a description of ongoing professional development for highly capable program and general education staff; program evaluation; a fiscal report; and assurances that the district is legally compliant. The superintendent will establish procedures consistent with state guidelines for nomination, assessment and selection of children of demonstrated achievement or potential ability in terms of general intellectual ability, academic aptitude and creative or productive thinking.

CHILDFIND: The Almira District provide 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 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: Almira Schools: 639-2414.

TITLE I: Title I funds have been used by the Almira School District to provide qualified students a remedial reading and math program. Students receive additional assistance from paraprofessionals in the classroom.

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.

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.

MCKINNEY-VENTO AND CHILD FIND: As required by

Federal law (McKinney-Vento), the Almira School District ensure 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. 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 Almira 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 Almira School District.

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.

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. 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 manager with questions about immunization requirements.

PEST CONTROL POLICY (POLICY 6895): The Almira 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. Parents and staff who have been placed on the registry through written request will be notified 48 hours before applications in writing and via the webpage www.achsd.org. In the event of an emergency application the registry of parents/guardians and employees will be given written notice as soon as possible after the application. Parents/guardians and employees may obtain a record of pesticide usage by contacting the Superintendent.

Procedure 6895P: Pesticide Notification, Posting and Record Keeping Requirements

The District shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws. Procedure 6895 shall be printed and distributed annually in employee handbooks and student handbooks to employees, students and parents at the start of the school year or when an employee begins work or a student enrolls. At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff who had a written request on file of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application. Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, "Notice: Pesticide

Application," and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide. Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide. These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

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 law outlines exceptions in certain cases, i.e., security activities, firearm safety lecture/course, law enforcement officers, etc. School officials shall notify the parents or guardian of the student 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.

DRUG AND ALCOHOL FREE SCHOOL AND WORK PLACE (Policies 3240, 5201, 5281): There is zero tolerance. 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, volunteers and patrons, free from harassment, intimidation or bullying. "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, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

NONDISCRIMINATION STATEMENT *The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.*

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-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Almira School District has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection conducted on July 25, 2007, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition. The law further requires an asbestos management plan to be in place by July 1989. Almira School District developed a plan, as required, which has been continually updated. 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 Almira 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. Dewey White is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 659-2414.

School Report Card: progress of all Almira/Coulee-Hartline district schools can be found on the OSPI Report Card website found at: <http://reportcard.ospi.k12.wa.us>