

Staff Handbook



Okanogan School District

www.oksd.wednet.edu

Okanogan School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator
Civil Rights Compliance Coordinator
Steve Quick, Superintendent
P.O. Box 592, Okanogan, WA 98840
509.422.3629
squick@oksd.wednet.edu

Section 504/ADA Coordinator
Tanya Peterson, Special Education Director
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Welcome Okanogan School District Staff

Updated 8-26-25

Dear Staff,

Welcome to another exciting year with the Okanogan School District. Whether you are returning or joining us for the first time, thank you for being part of a team dedicated to creating meaningful, lasting impact in the lives of our students.

This handbook is more than just a guide—it's a reflection of our shared values, expectations, and commitments. Inside, you'll find important information that supports a safe, respectful, and thriving work environment for everyone. I encourage you to read it carefully and refer back to it often. The policies, procedures, and references it contains are essential to helping each of us navigate our roles with clarity and confidence.

As we move forward together, let's continue to foster a culture of collaboration, professionalism, and care. Thank you for all you do to make our schools stronger and our students' futures brighter.

Sincerely,

**Steve Quick
Superintendent**

Okanogan School District Strategic Plan 2023-2026

Mission Statement: "To provide a safe, nurturing, and challenging educational environment that encourages all students to achieve their full potential."

Vision Statement: "To foster a community of lifelong learners who are prepared to meet the challenges of a diverse and changing world."

Students are central to our mission:

- Diversity is embraced as a strength.

- Quality facilities provide learning opportunities for students.
- A safe and inclusive environment of high expectations AND support.
- Extra-Curricular activities are essential for student success at all levels.
- Healthy partnerships built on communication, civility, accountability, and trust
- Family and community engagement essential for Okanogan’s future.

Strategic Plan Focus Areas

- Ensure an academically rigorous, equitable and supportive environment where students thrive.
- Create an inclusive culture that promotes a sense of belonging and safety.
- Develop and support early learning programs.
- Actively recruit, develop, and retain quality staff
- Increase engagement opportunities for family and community partnerships.
- Improve and maintain school facilities to include both academic and extra-curricular needs.
- Develop a plan to engage parents and students to maintain high attendance.
- Align district resources to compliment strategic planning goals and ensure accountability.

District Overview

District Name: Okanogan School District

Location: Okanogan, Washington, USA

Superintendent: Steve Quick

Number of Schools: 4

- **Elementary Schools:** 1 (Virginia Grainger)
- **Middle Schools:** 1 (Okanogan Middle School)
- **High Schools:** 1 (Okanogan High School)
- **Alternative Schools:** 2 (Outreach and Alternative School)

Total Student Enrollment: Approximately 1,050

Student Demographics:

- **White:** 52.4%
- **Hispanic:** 29.2%
- **Native American/Two or more races:** 17.5%
- **Other:** .9%

Academic Programs:

- **Dual College Credit Program**
- **Career and Technical Education (CTE) – Articulated Courses with Colleges**
- **Special Education Services**
- **English Language Learner (ELL) Programs**
- **STEM Initiatives**
- **Arts and Music Education**
- **Highly Capable**

Extracurricular Activities:

- **Athletics:** Football, Basketball, Volleyball, Cross Country, Track and Field, Wrestling, Tennis, Golf, and Soccer
- **Clubs:** Future Farmers of America (FFA), Drama Club, Robotics Club, National Honor Society (NHS)
- **Arts:** Band, Choir, Visual Arts Club

Facilities:

- **Modern science and computer labs**
- **Sports fields and gymnasiums**
- **Auditorium for performances and assemblies**
- **Libraries in all schools**
- **Technology-enhanced classrooms**

Community Involvement:

- **Community Volunteer Programs**
- **Partnerships with local businesses and organizations**
- **Regular community meetings and feedback sessions**

Recent Achievements:

- **Increased graduation rate to 85%**
- **State recognition for excellence in agriculture education through FFA**
- **Successful implementation of 1:1 technology initiative**
- **District-wide improvements in standardized test scores**

Okanogan School District Board of Directors

The five-member Board of Directors is the governing body for the district. A listing of current board members can be found on our website at www.oksd.wednet.edu. You will find references to Board policies throughout this document, and we encourage you to familiarize yourself with the rules and regulations governing this district.

Board Meetings

Regular Board meetings are usually held on the last Monday of each month at 6:00 pm. The Board alternates meetings between the Virginia Grainger Elementary Library (1118 5th St. S.) and the MS/HS Library (244 S. 5th St.). Agendas are posted on the district's webpage, listing the items scheduled for discussion or action.

All staff members and the public are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the Superintendent in accordance with established lines of authority as approved by the Board. All official Board communication, policies and information of staff interest will be communicated to staff through the Superintendent to local building supervisors and administrators.

District Contact Information

Steve Quick, Superintendent	(509)422-3629
Klancy Allen, Business Manager	(509)422-3629
Brenda Stevens, Payroll/Personnel Manager	(509)422-3629
Eve Roberts, Accounts Payable	(509)422-3629
Tanya Peterson, Special Education Director	(509)422-3580
Michelle Daling, Special Programs & Grants Director	(509)422-3629
Larry Scroggins, Transportation Director	(509)422-3629
Robby Gaines, Maintenance Supervisor	(509)422-8623
Cari Zachow, Technology Coordinator	(509)422-3770
Julia O'Connor, Director, Family Empowerment/Homeless Liaison	(509)422-5414
Brandy Williams, District Secretary	(509)422-3629

Principal Information and School Locations

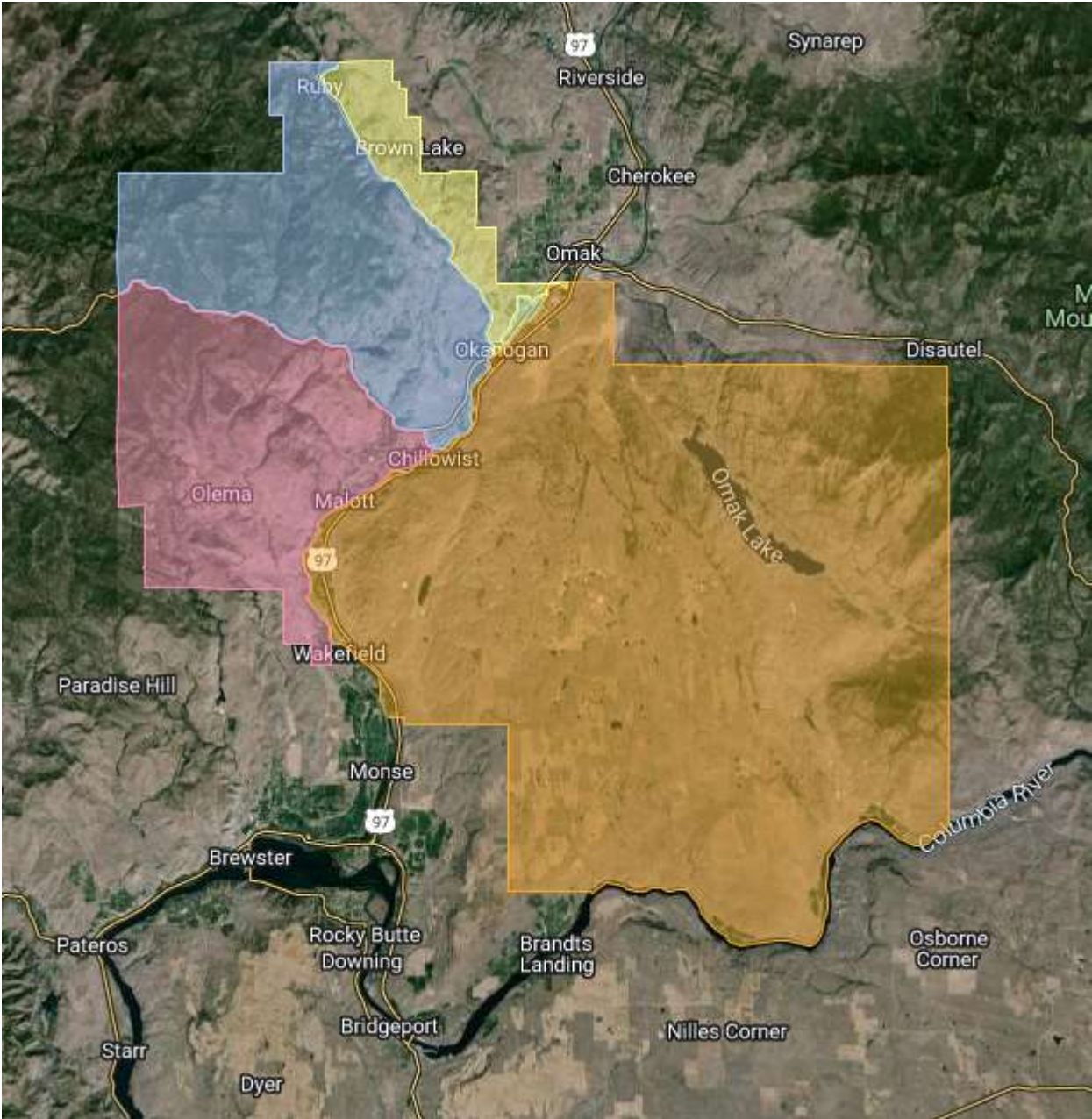
Okanogan High School, 244 Fifth Avenue South, Okanogan, WA 98840
Zach Spaet, Principal (509)422-3770

Okanogan Outreach School, 417 Spruce Street, Okanogan, WA 98840
Roy Johnson, Principal (509)826-7612

Okanogan Middle School, 244 Fifth Avenue South, Okanogan, WA 98840
Dorinda Belcher, Principal (509)422-2680

Virginia Grainger Elementary School, 1118 Fifth Street, Okanogan, WA 98840
Jeremy Clark, Principal (509)422-3580

School District Boundary Map



Equal Employment Opportunity – Policy 5010

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. The superintendent is the district's compliance officer.

Affirmative Action Statement – Policy 5010

The district, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, 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 will also include recruitment, selection, training, education and other programs.

The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, persons with disabilities, ethnic minorities, 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, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the board.

Hiring Procedures – Policy 5000/5000P

Staff positions are established by the superintendent to provide the district's comprehensive program of education. New positions are established by the superintendent as needed. The superintendent establishes the necessary skills, competencies, qualifications, education, experience, and past performance levels for each position, as it relates to the district's comprehensive program of education, and the goal of continued improvement in student learning. Selection of staff is based on which candidate is the most qualified for the position, and is made pursuant to the district's standard screening, interview, and reference check process, and equity requirements.

Current and projected staff needs provide the basis for staff recruitment and selection. Once needs are identified, the recruitment and selection process should result in employing a staff

member who is the most qualified to fulfill the need based upon the candidate's skill, training, experience and past performance.

Employment Contracts – Policy 5050

Certified Contracts - The district will write contracts for certificated staff for a period not to exceed one year. Upon recommendation of the superintendent and approval by a majority of the board of directors, the district will offer a certificated staff contract to the recommended and approved applicant. Such contract will state the salary to be paid based upon the applicable salary schedule, the number of days of service, effective date, and term of the contract. The district will issue a “provisional contract” to first, second, and third year certificated teaching staff and other non-supervisory certificated staff who are “provisional employees,” subject to non-renewal of employment as provided by law. Contracts with retire-rehires and persons replacing certificated staff on leave are not subject to the continuing contract law, and will include the following rider: “It is understood and agreed that the staff member is employed pursuant to the provisions of RCW 28A.405.900. In accordance with the provisions of RCW 28A.405.900, this contract expires automatically at the end of the contract terms set forth herein and is not subject to the provisions of RCW 28A.405.210.”

Classified Contracts - Upon the recommendation of the superintendent, contracts for selected classified staff may be in writing and/or for a specific period of time not to exceed one year. Otherwise, the employment of classified staff will be on a month-to-month basis commencing from the first day of work.

Supplemental Contracts - The district may issue supplemental contracts, which are not subject to the continuing contract statute, for services to be rendered in addition to a staff member's normal “full-time” assignment. Supplemental contracts will not exceed one year and, if not renewed, will not constitute an adverse change in contract status.

Consultants - The district may obtain staff consultant services when unique knowledge or technical skills are needed. A description of desired services and an estimate of time and costs will be submitted to the superintendent or designee for action. The superintendent or designee will determine compensation but normally, compensation may not exceed that paid to a regular staff member with comparable duties. The superintendent or designee determines the honorarium paid to a consultant, taking into account cost incurred and benefits derived therefrom. The district will determine the compensation classification of a consultant on a personal services contract or payroll in compliance with the guidelines of the Internal Revenue Service.

Para Educator - All para educators must be 18 years of age, must hold a high school diploma or a recognized equivalent, and must have done one of the following:

- Earned 72 quarter credits or 48 semester credits at an institution of higher learning;
- Obtained at least an associate's degree;
- Received a passing grade on the education testing service para educator assessment; or
- Completed a registered apprenticeship program.

Code of Conduct

Professional Ethics – Policy 5011/5011P

Educators have an ethical and legal responsibility in regard to confidentiality. Personal information about students, staff, parents and self must be kept confidential.

It is detrimental to speak negatively of students, other staff, parents or about the class or school. Discuss any problems or concerns with the building principal or the Human Resources office.

Avoid becoming involved in a student's personal problems. Treat students, parents, secretaries, classified staff, teachers, administrators, and all others with a friendly, courteous and respectful manner.

Attendance and Punctuality

Okanogan School District values punctuality and regular attendance as they are essential to maintaining a productive and efficient work environment. Reliable attendance ensures that we can meet our commitments to our students, support our team, and achieve our goals.

- **Regular Attendance:** Employees are expected to be present for their scheduled work hours unless they have received prior approval for leave or in cases of emergency.
- **Scheduled Hours:** Adherence to scheduled hours is essential. Any deviation should be communicated to your supervisor as early as possible.
- **Attendance Records:** Employees must accurately record their attendance as per company policy. False reporting is subject to disciplinary action.
- **Start Times:** Employees should arrive and be ready to work at the designated start time of their shift.
- **Breaks and Lunches:** Employees are expected to take their breaks and lunches at the scheduled times and return to work promptly afterward.
- **Meetings:** Punctuality for meetings and appointments is crucial. Arriving on time demonstrates respect for colleagues' and clients' time.
- **Notification:** In the event of an absence, employees must inform their supervisor as soon as possible, ideally before the start of the workday.
- **Unplanned Absences:** For unplanned absences due to illness or emergencies, notify your supervisor immediately and provide regular updates if the absence extends beyond one day.

- **Planned Absences:** For planned absences, such as vacations or medical appointments, submit a leave request in advance for approval.
- **Disciplinary Action:** Repeated tardiness or unexcused absences may result in disciplinary action, up to and including termination.
- **Performance Reviews:** Attendance and punctuality will be considered during performance reviews and may impact promotions and raises.
- **Communication:** If you are experiencing difficulties that impact your attendance or punctuality, communicate with your supervisor. We are committed to supporting our employees and may provide flexible arrangements where possible.

Dress Code

The operational procedure of the Okanogan School District Board shall be that the mode of dress of district employees shall be of a professional nature, shall model employment dress standards for our students, and shall not distract from or disrupt classroom, school, or office decorum. All employees will be expected to dress in line with their duties.

Confidentiality – Policy 4020, 5253/5253P

Okanogan School District safeguards the privacy and confidentiality of our students, staff, and families is of utmost importance. Compliance with the Health Insurance Portability and Accountability Act (HIPAA) and other privacy laws is mandatory for all employees.

- **Student Information:** All student records, personal information, and educational data are confidential. Employees must ensure that this information is protected and only shared with authorized personnel.
- **Staff Information:** Employee records and personal information are also confidential and should be handled with the same level of care.
- **Confidential Documents:** Physical and digital documents containing sensitive information must be stored securely. Unauthorized access or disclosure is strictly prohibited.
- **Protected Health Information (PHI):** Any health information about students or employees that is collected or maintained by the district must be handled in compliance with HIPAA regulations. This includes information related to medical histories, health conditions, and treatments.
- **Access to PHI:** Access to PHI is restricted to authorized personnel only. Employees should only access PHI if it is necessary for their job duties.

- **Disclosure of PHI:** Disclosure of PHI without proper authorization is a violation of HIPAA. Always obtain consent before sharing PHI, unless required by law or in an emergency situation.

Salary Schedules

Please see individual Collective Bargaining Agreements. These can be found on our website.

Payroll Information

- **Pay Period Duration:** The pay period spans from the first day to the last day of each month.
- **Service Rendered:** Payment for services rendered within a given month will be processed and issued in the following month.
- **Payment Issuance:** Employees will receive their paycheck on the last business day of the month following the month of service. For example, payment for work performed in January will be issued on the last business day of February.
- **Direct Deposit:** We require employees to enroll in direct deposit to ensure timely and secure payment. Enrollment forms are available through the Human Resources department.
- **Access to Statements:** Pay statements will be provided electronically via the employee portal. Paper statements can be requested from the Payroll department.
- **Reviewing Statements:** Employees are encouraged to review their pay statements regularly to ensure accuracy. Any discrepancies should be reported to the Payroll department immediately.
- **Mandatory Deductions:** Payroll deductions will include federal and state taxes, Social Security, Medicare, and any other mandatory withholdings.
- **Voluntary Deductions:** Additional deductions, such as for retirement plans, health insurance premiums, and other elected benefits, will also be reflected in your pay statement.
- **Additional Payments:** Any additional payments, such as stipends or bonuses, will be processed and issued according to the specific terms outlined in your employment agreement or district policy.
- **Payroll Inquiries:** For questions or concerns related to your paycheck, deductions, or pay statements, please contact the Payroll department.

Health and Insurance Information

Okanogan School District is committed to the health and well-being of our staff. We provide comprehensive health insurance benefits, including vision and dental coverage, through the

School Employees Benefits Board (SEBB) program. Understanding your benefits and how to access them is vital to making the most of your health coverage.

- **SEBB Program:** The district participates in the SEBB program, which offers a variety of health insurance plans to meet the diverse needs of our employees. Detailed information about available plans can be accessed through the SEBB website or the Human Resources department.
- **Eligibility:** Full-time employees and eligible dependents qualify for health insurance coverage. Part-time employees may also be eligible, depending on their work hours and contract terms.
- **Enrollment:** New employees must enroll in a health insurance plan within 31 days of their hire date. Annual open enrollment periods allow current employees to make changes to their coverage.

Vision Coverage

- **Included Benefits:** Vision coverage is included in the SEBB health insurance plans. This typically covers routine eye exams, prescription eyewear, and other vision-related services.
- **Providers:** Employees can choose from a network of vision care providers. A list of in-network providers can be found on the SEBB website or through the health insurance provider's portal.

Dental Coverage

- **Included Benefits:** Dental coverage is also included in the SEBB health insurance plans. Benefits generally cover routine cleanings, exams, x-rays, fillings, and other dental procedures.
- **Providers:** A network of dental care providers is available to employees. You can find in-network dental providers through the SEBB website or the health insurance provider's portal.

Additional Benefits

- **Wellness Programs:** The SEBB program offers various wellness programs aimed at promoting healthy lifestyles, including fitness discounts, health coaching, and preventive care resources.
- **Employee Assistance Program (EAP):** The district provides access to an EAP, which offers confidential counseling services, stress management resources, and other support services to employees and their families.

Claims and Support

- **Filing Claims:** Most healthcare providers will file claims directly with your insurance. However, if you need to submit a claim, forms and instructions are available on the SEBB website.

- **Support:** For questions regarding your health insurance, vision, or dental coverage, contact the Human Resources department. They can assist with enrollment, plan selection, and understanding your benefits.

Changes in Coverage

- **Qualifying Life Events:** Employees may make changes to their coverage outside of the open enrollment period if they experience a qualifying life event (e.g., marriage, birth of a child, loss of other coverage). Changes must be reported within 31 days of the event.
- **Annual Open Enrollment:** During the annual open enrollment period, employees can review and change their health insurance plans and coverage options.

Retirement – Policy 5280

- **Plan Options:** Employees may be eligible for one of several retirement plans, including the Teachers' Retirement System (TRS), School Employees' Retirement System (SERS), and the Public Employees' Retirement System (PERS).
- **Plan Enrollment:** Enrollment in a retirement plan is generally automatic upon employment. New employees should review their plan options and understand their benefits.
- **Employee Contributions:** A portion of your salary will be automatically deducted and contributed to your retirement plan. Contribution rates vary depending on the specific retirement plan.
- **Employer Contributions:** The district also contributes to your retirement plan, enhancing the growth of your retirement savings.
- **Applying for Retirement:** When you are ready to retire, you must submit a retirement application to DRS. It's recommended to begin this process several months in advance of your planned retirement date.

Post-Retirement Benefits

- **Health Insurance:** Retirees may be eligible to continue their health insurance coverage through the Public Employees Benefits Board (PEBB). Information about post-retirement health benefits is available through the Human Resources department and the PEBB website.

Leave Policies – Policy 5400

Sick Leave – Policy 5401

- **Eligibility:** All employees accrue sick leave based on hours worked.
- **Usage:** Sick leave can be used for personal illness, medical appointments, or to care for an immediate family member who is ill.

- **Notification:** Notify your supervisor as soon as possible if you need to use sick leave.

Vacation Leave – Policy 5411

- **Eligibility:** Full-time employees accrue vacation leave based on their length of service and employment contract.
- **Approval:** Vacation leave must be requested and approved in advance by your supervisor.
- **Accrual:** Unused vacation leave may carry over year to year, up to a specified limit.

Emergency and Discretionary Leave – Policy 5403

- **Purpose:** This leave can be used for unforeseen emergencies or personal reasons that require immediate attention.
- **Approval:** Notify your supervisor as soon as possible. Approval is at the discretion of the district.

Family and Medical Leave (FMLA) – Policy 5404

- **Eligibility:** Employees who have worked for the district for at least 12 months and have completed 1,250 hours of service are eligible.
- **Usage:** Up to 12 weeks of unpaid leave in a 12-month period for serious health conditions, birth or adoption of a child, or to care for a family member with a serious health condition.

Maternity Leave – Policy 5404

- **Eligibility:** Available to all employees for the birth or adoption of a child.
- **Duration:** Maternity leave may be combined with FMLA leave for up to 12 weeks of unpaid leave.
- **Notification:** Notify your supervisor and Human Resources as early as possible to plan for your leave.

Military Caregiver Leave – Policy 5404

- **Eligibility:** Employees who are immediate family members of covered service members with serious injuries or illnesses.
- **Usage:** Up to 26 weeks of unpaid leave in a single 12-month period.

Military Leave – Policy 5407/5407P

- **Eligibility:** Employees serving in the uniformed services.

- **Usage:** Leave is granted for active duty, training, or other related service. Employees are entitled to reemployment rights as per federal law.

Jury Duty and Subpoena Leave – Policy 5408

- **Eligibility:** All employees summoned for jury duty.
- **Usage:** Employees will be granted leave to fulfill their civic duty. The district will continue to pay your regular salary during your jury service.
- **Notification:** Provide a copy of the jury summons to your supervisor as soon as possible.

Unpaid Holidays for Reason of Faith or Conscience – Policy 5409

- **Eligibility:** All employees are eligible.
- **Usage:** Employees may take up to two unpaid holidays per calendar year for reasons of faith or conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.
- **Approval:** Requests should be submitted to your supervisor at least one week in advance. Approval is subject to ensuring that the absence does not unduly disrupt operations.

Leave Requests and Documentation

- **Requests:** Submit leave requests through the district’s designated leave management system (Red Rover) or directly to your supervisor.
- **Documentation:** Provide necessary documentation to support your leave request, such as medical certificates, jury summons, or military orders.

Return to Work

- **Reintegration:** Notify your supervisor and Human Resources of your return date. Provide any required documentation, such as a fitness-for-duty certification if you were on medical leave.

Leave Sharing – Policy 5406/5406P

The district shall establish and administer a leave sharing program through which eligible employees may donate excess leave for use by an eligible recipient who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition ; who is a victim of domestic violence, sexual assault, or stalking; who is sick or temporally disabled because of pregnancy disability; who is on parental leave; or who has been called to service in the uniform services. Such a program is intended to extend leave benefits to an eligible recipient who otherwise would have to take leave without pay or terminate his or her employment. The superintendent or designee is directed to

develop a procedure for administering the leave sharing program in a manner consistent with state law and applicable collective bargaining agreements.

Continuing Education

Employees are responsible to maintain appropriate credentials for licensing and stay current with their job mandated requirements at their own expense unless a CBA or board policy states otherwise. Responsibility to remain current remains with the employee with no expectation of reminders from the District about deadlines. If reminders are given, they are out of courtesy.

Training Programs

Professional development is offered both during the year and outside the student school year. Staff members should take advantage of these opportunities to stay current in their assigned duties.

Evaluation and Feedback – Policy 5240

The board recognizes that the professional growth and evaluation of individual employees is important to improve the effectiveness and efficiency of the school district. Staff are expected to perform the duties identified in their contracts and/or job descriptions, in addition to any other reasonable responsibilities that may be assigned or directed by their supervisor.

Certificated Teachers and Principals

Evaluations for certificated teachers and principals will be in compliance with the requirements of chapter 28A.405 RCW and applicable collective bargaining agreements or memoranda negotiated pursuant to chapter 41.59 RCW. The primary purpose of such evaluations will be to enhance and improve an employee's performance so as to improve student learning.

Certificated Support Personnel

“Certificated support personnel” and “certificated support person” mean a certificated employee who provides services to students and holds one or more of the education staff associate (ESA) certificates pursuant to WAC 181-79A-140(5). ESA certification includes: school speech pathologists or audiologists, school counselors, school nurses, school occupational therapists, school physical therapists, school psychologists, and school social workers. Certificated support personnel are considered non-classroom teachers for purposes of the Professional Growth and Evaluation System and are not subject to the four-level rating system. The performance of certificated support personnel will be evaluated consistent with state law and applicable collectively bargained processes. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

Classified Staff

The performance of classified staff will be annually evaluated by his/her supervisor consistent with applicable collectively bargained processes. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

Workplace Safety Policies

Okanogan is committed to providing a safe and secure environment for all staff, students, and visitors. Adhering to workplace safety policies ensures the well-being of our community and promotes a productive educational atmosphere.

Staff Safety – Policy 6511/6511P

- **General Safety Practices:** All employees are expected to follow established safety protocols and procedures. This includes using equipment properly, adhering to safety guidelines, and reporting any hazards or unsafe conditions immediately.
- **Emergency Procedures:** Familiarize yourself with the district’s emergency procedures, including evacuation routes, lockdown protocols, and first aid locations. Regular drills will be conducted to ensure preparedness.
- **Accident Reporting:** Report any accidents or injuries to your supervisor and the Human Resources department promptly, regardless of the severity. An accident report must be completed to document the incident.

Drug-Free Schools, Community and Workplace – Policy 5201

- **Policy Statement:** The district strictly prohibits the use, possession, distribution, or sale of alcohol, drugs, or any controlled substances on school premises or during school-related activities.
- **Employee Responsibilities:** Employees must adhere to this policy and are encouraged to seek assistance if they have substance abuse issues. Confidential support and resources are available through the Employee Assistance Program (EAP).

Regulation of Dangerous Weapons on School Premises – Policy 4210

- **Prohibited Items:** The possession or use of dangerous weapons, including firearms, knives, explosives, or any item that can cause harm, is strictly prohibited on school property or at school events.
- **Reporting:** If you become aware of any weapon on school premises, report it immediately to school administration or security personnel. Do not attempt to confront the individual yourself.
- **Legal Compliance:** The district complies with all federal, state, and local laws regarding weapons. Violations will be referred to law enforcement and may result in severe disciplinary actions, including termination.

Emergency Procedures – Policy 3432/3432P

Emergency Drills

Each classroom and area has a document that outlines the Emergency Operating Procedures for each room and building. If your room does not have one or if you would like a personal copy for review, please see your supervisor for a copy.

Roles and Responsibility

- **Staff Responsibilities:** Familiarize yourself with emergency procedures and participate in all drills. Ensure students understand and can follow these procedures. Assist in maintaining a calm and orderly environment during emergencies.
- **Administration Responsibilities:** Provide training and resources for all staff, conduct regular drills, and ensure emergency supplies are available. Communicate clearly and promptly during an emergency.

Communication

- **During an Emergency:** Follow the established communication channels for receiving instructions. This may include intercom announcements, emails, or text messages.
- **After an Emergency:** Report your status and any concerns to your supervisor. Participate in debriefing sessions to discuss the emergency response and identify areas for improvement.

Reporting Injuries and Incidents

Okanogan School District is committed to ensuring the safety and well-being of all staff members. Prompt reporting of workplace injuries and incidents is crucial for timely medical attention, accurate documentation, and compliance with safety regulations.

- **Seek Medical Attention:** If you are injured at work, seek medical attention immediately if necessary. Prioritize your health and safety above all else.
- **Notify Supervisor:** Inform your supervisor of the injury or incident as soon as possible. Provide details about what happened and the nature of the injury.
- **Visit HR:** Report the injury or incident to the Human Resources department as soon as possible after ensuring your immediate safety and medical needs are addressed.
- **Documentation:** HR will provide you with the necessary paperwork to document the incident, including forms required by Labor & Industries (L&I).

L&I Paperwork

- **Complete Forms:** Fill out the L&I forms provided by HR promptly and accurately. This is essential for processing your workers' compensation claim.
- **Submit Documentation:** Return the completed forms to HR, who will assist with submitting them to L&I. Keep copies of all documentation for your records.

Follow Up

- **Medical Follow-Up:** Follow any medical advice or treatment plans provided by healthcare professionals. Keep HR informed of your recovery progress and any additional medical appointments.
- **Work Restrictions:** If your injury requires work restrictions or modified duties, HR and your supervisor will work with you to accommodate these needs.

Investigation

- **Incident Investigation:** The district may conduct an investigation to understand the cause of the incident and to prevent future occurrences. Cooperate fully with any investigations and provide all requested information.
- **Safety Improvements:** Based on the investigation findings, the district will implement necessary safety improvements to reduce the risk of similar incidents in the future.
- **HR Support:** HR is available to assist with any questions or concerns you may have regarding the injury reporting process, workers' compensation, and return-to-work procedures.

Health and Wellness Programs

Okanogan School District promotes the health and well-being of our staff through comprehensive wellness programs and support services. These initiatives are designed to enhance your overall health, productivity, and work-life balance.

SEBB Wellness Benefits

- **Wellness Programs:** SEBB provides access to various wellness programs aimed at promoting healthy lifestyles. This includes fitness discounts, health coaching, and resources for preventive care.

Employee Assistance Program (EAP)

- **Confidential Counseling:** The Employee Assistance Program (EAP) offers confidential counseling and support services to employees and their immediate family members. Services include short-term counseling, referrals to community resources, and assistance with personal or work-related issues.
- **Work-Life Services:** EAP provides resources and support for managing work-life balance, stress management, childcare, elder care, legal consultations, financial counseling, and more.

- **Accessibility:** EAP services are available 24/7, ensuring access to support whenever needed. Employees can contact the EAP directly or through the district's Human Resources department.

Conflict Resolution and Grievance Procedures – Policy 5270/5270P

The board recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among staff, to reduce potential areas of grievances and to establish and maintain recognized two-way channels of communication between supervisory personnel and staff. Staff may use the administrative procedures to allege a violation of existing district policies or procedures that has directly aggrieved them. The procedures are established to provide a proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued. A complaint shall mean a written claim by a staff member that alleges a violation of existing district policies or procedures that has directly aggrieved them.

The following procedure has been established for resolving a written complaint filed by a member of the staff:

Step one:

The staff member will present the complaint in writing, using 5270F, to his/her immediate supervisor within 15 calendar days of the action or incident that gave rise to the complaint. The written statement of the complaint will contain:

- The facts upon which the complaint is based as the staff member who is filing the complaint sees them;
- A reference to the policies/procedures of the district which have allegedly been violated (if applicable); and
- The remedies sought.

Failure to submit a written complaint within the timeline specified will result in waiver of the complaint.

If a written complaint is filed in compliance with the timeline specified above, the staff member will discuss this complaint with his/her immediate supervisor. If the complaint involves two staff from different buildings, the superintendent will oversee the complaint. If the complaint is against an administrator or another staff member, such individual may be given the opportunity to present the facts as he/she sees them before a decision is reached.

Step two:

Within 10 calendar days of the receipt of the complaint, the immediate supervisor or superintendent will meet that staff member to hear his/her claim. If the complaint is against an administrator or another staff member, such individual may be given the opportunity to present the facts as he/she sees them prior to a decision being reached.

Step three:

The supervisor or superintendent will investigate the incident and render a written decision to the complainant as well as the person accused within 10 days following meetings with the complainant and accused. The superintendent's decision is final.

Harassment and Discrimination Policies

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (District HIB Name and contact Info) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy see the policies listed at the top of this page.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy visit the School Board page and look up policy 3205 and its procedure 3205P.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: See the bottom of this page for contact information.

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: See the bottom of this page for contact information.

Concerns about disability discrimination:

Section 504 Coordinator: See the bottom of this page for contact information.

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: See the bottom of this page for contact information.

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor’s Office of the Education Ombuds (OEO)

The Washington State Governor’s Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington’s K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student’s gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student’s gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district’s Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit our School Board page on this website. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

See below.

Title IX Coordinator, Civil Rights Coordinator, Gender Inclusive Schools and HIB Coordinator

Mr. Steve Quick, Superintendent
P.O. Box 592, Okanogan, WA 98840
(509)422-3629
[Email Mr. Quick](#)

Section 504/ADA Coordinator

Tanya Peterson
P.O. Box 592, Okanogan, WA 98840
(509) 422-3580
[Email Mrs. Peterson](#)

Acceptable Use Policy – Policy 2022/2022P

Okanogan School District provides access to various technology resources for educational and administrative purposes. This policy outlines guidelines for the acceptable use of these resources by staff members to ensure their effective and responsible use.

- **Educational Use:** Technology resources, including computers, software, internet access, and electronic devices, are provided to support the district’s educational mission, instructional activities, and administrative functions.

- **Professional Development:** Staff may use technology resources for professional development activities, research, and collaboration related to their roles within the district.

Responsible Use and Security

- **Ethical Conduct:** Use technology resources responsibly, ethically, and in compliance with district policies, procedures, and applicable laws.
- **Content:** Access and distribute only legal and appropriate content. Do not download, store, or transmit offensive, obscene, or discriminatory material.
- **Confidentiality:** Respect the confidentiality of student and employee information. Do not disclose sensitive information without authorization.
- **Passwords:** Use strong passwords and safeguard them from unauthorized access. Change passwords regularly and report any suspected security breaches to the IT department.
- **Malware:** Do not download or install unauthorized software, applications, or files that may contain malware or compromise network security.
- **Phishing:** Exercise caution with emails or messages from unknown sources. Do not click on suspicious links or provide personal information in response to unsolicited requests.

Acknowledgement and Support

- **Agreement:** By using district-provided technology resources, staff members acknowledge their understanding of an agreement to comply with this policy.
- **IT Support:** For technical assistance or questions regarding acceptable use policies, contact the IT department or refer to the district's IT resources.

Classroom Management

Sexual Harassment Prohibited – Policy 3205/3205P

- **Policy Statement:** Sexual harassment of students by staff or other students is strictly prohibited. This includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- **Reporting:** Any incidents of sexual harassment should be reported immediately to school administration. All reports will be investigated promptly and confidentially.

Prohibition of Harassment and Nondiscrimination – Policy 3207/3207P, 3210

- **Policy Statement:** Harassment or discrimination based on race, color, religion, sex (including gender identity and sexual orientation), national origin, disability, or any other protected status is prohibited.

- **Reporting:** Any incidents of harassment or discrimination should be reported to school administration. The district is committed to a prompt and thorough investigation of all reports.

Freedom of Expression – Policy 3220

- **Respectful Expression:** Students have the right to express their opinions and ideas in a respectful manner. This includes verbal, written, and artistic forms of expression.
- **Guidelines:** Ensure that freedom of expression does not disrupt the educational process, infringe on the rights of others, or violate school policies on harassment and discrimination.
- **Supportive Environment:** Encourage a classroom environment where diverse perspectives are heard and respected. Teach students the value of constructive dialogue and critical thinking.

Student Dress – Policy 3224

- **Dress Expectations:** Students are expected to dress in a manner that is appropriate for the school setting, promotes a safe and respectful learning environment, and does not disrupt the educational process.
- **Prohibited Attire:** Clothing that displays offensive language or images, promotes violence or illegal activities, or is excessively revealing is not allowed.
- **Enforcement:** Staff should enforce the dress code consistently and respectfully, referring any concerns to administration.

Protection of Student Personal Information – Policy 3235

- **Confidentiality:** Staff must protect the confidentiality of student personal information. Do not disclose student information without proper authorization.
- **Data Security:** Ensure that student records and personal data are stored securely and accessed only by authorized personnel.

Student Conduct Expectations and Reasonable Sanctions – Policy 3240/3240P

- **Behavioral Expectations:** Students are expected to behave in a manner that supports a positive learning environment. This includes showing respect to staff and peers, following school rules, and participating actively in their education.
- **Sanctions:** Reasonable and appropriate sanctions for misconduct may include verbal warnings, detention, loss of privileges, or other disciplinary actions consistent with district policies.
- **Consistency:** Apply sanctions fairly and consistently, ensuring that all students understand the consequences of their actions.

Students and Telecommunication Devices – Policy 3245/3245P

- **Policy Statement:** Students may possess telecommunication devices, but their use is restricted during instructional time unless permitted by the teacher for educational purposes.

- **Disruptions:** Devices that cause disruptions or are used inappropriately will be confiscated and returned according to school policy.

- **Guidance:** Provide clear guidance to students on acceptable use of telecommunication devices

Response to Injury or Illness – Policy 3418/348P

- **Immediate Action:** In case of student injury or illness, provide immediate first aid and contact the school nurse or administration.

- **Parent/Guardian Notification:** Notify the student’s parent or guardian as soon as possible.

- **Documentation:** Complete an incident report detailing the nature of the injury or illness and the actions taken. Submit the report to administration promptly.

Student Discipline Policies

Removal/Release of Students During School Hours – Policy 3124/3124P

- **Authorized Removal:** Students may only be removed or released from school during school hours by authorized persons, such as parents, guardians, or individuals listed on the student's emergency contact list.

- **Verification:** Staff must verify the identity of the person requesting the student's removal and ensure they have proper authorization.

Student Discipline – Policy 3241/3241P

- **Behavioral Expectations:** Students are expected to adhere to the district's code of conduct, which promotes respect, responsibility, and safety.

- **Progressive Discipline:** Implement a progressive discipline approach, starting with verbal warnings and escalating to more severe consequences as necessary. Possible disciplinary actions include detention, loss of privileges, in-school suspension, and out-of-school suspension.

Prohibition of Corporal Punishment – Policy 3244

The use of corporal punishment in common schools is prohibited. Corporal punishment is defined as any act that willfully inflicts or willfully causes the infliction of physical pain on a student.

Corporal punishment does not include:

- The use of reasonable physical force by an administrator, teacher, other school employee, or volunteer as necessary to maintain order to prevent a student from harming him/herself, other students, school staff, other persons, or property;
- Physical pain or discomfort resulting from or caused by training for or participating in athletic competition or recreational activity voluntarily engaged in by a student;

- Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects.

Restraint, Isolation and Other Uses of Reasonable Force – Policy 3246/3246P

- **Use of Restraint and Isolation:** Physical restraint or isolation should only be used when a student poses an imminent danger to themselves or others and less restrictive interventions have failed or are deemed inappropriate.
- **Reasonable Force:** Reasonable force may be used by staff to protect themselves, students, or others from physical harm, to prevent property damage, or to maintain order.
- **Training:** Staff authorized to use restraint or isolation must receive proper training in accordance with district policies and state regulations.
- **Documentation and Reporting:** Any use of restraint, isolation, or reasonable force must be documented immediately, detailing the incident, actions taken, and the outcome. Reports should be submitted to school administration and parents/guardians must be notified promptly.

Special Education Procedures

Special Education and Related Services for Eligible Students – Policy 2161/2161P

- **Eligibility:** Students who meet the criteria for special education services under the Individuals with Disabilities Education Act (IDEA) will receive a Free Appropriate Public Education (FAPE) tailored to their individual needs.
- **Individualized Education Program (IEP):** Eligible students will have an IEP developed by a team that includes educators, parents, and other relevant professionals. The IEP outlines specific educational goals, services, accommodations, and supports necessary for the student’s success.
- **Services Provided:** Special education services may include specialized instruction, speech and language therapy, occupational therapy, physical therapy, and other related services as determined by the IEP team.
- **Regular Review:** IEPs are reviewed annually to assess progress and make necessary adjustments. Comprehensive reevaluations are conducted at least every three years.
- **Parental Involvement:** Parents are essential partners in the special education process. They are involved in the development, review, and revision of their child’s IEP.

Education of Students with Disabilities Under Section 504 – Policy 2162/2162P

- **Eligibility:** Students with disabilities who do not qualify for special education under IDEA may be eligible for services and accommodations under Section 504 of the Rehabilitation Act.
- **504 Plan:** Eligible students will have a 504 Plan that outlines the accommodations and supports necessary to ensure their access to education and participation in school activities.

- **Accommodations and Supports:** 504 Plans may include accommodations such as extended time on tests, preferential seating, assistive technology, modified assignments, and other necessary supports.

- **Regular Review:** 504 Plans are reviewed periodically to ensure they continue to meet the student's needs. Adjustments are made as necessary.

- **Parental Involvement:** Parents are involved in the development and review of their child's 504 Plan. Their input is valuable in ensuring the plan effectively supports the student's educational experience.

Referral and Evaluation

- **Referral Process:** Teachers, parents, or other school personnel may refer a student for evaluation if they suspect the student may have a disability requiring special education or 504 services.

- **Evaluation:** Comprehensive evaluations are conducted to determine eligibility for services. Evaluations include assessments in all areas related to the suspected disability.

- **Parental Consent:** Written parental consent is required before conducting evaluations. Parents are informed of their rights and provided with procedural safeguards.

Compliance and Equity

- **Legal Compliance:** The district complies with all federal and state laws regarding the education of students with disabilities, including IDEA and Section 504.

