

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/her professional responsibility.

4. The right to file a complaint with the US 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 are:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within five business days. RCW 42.17.320

GUIDELINES FOR CHILDREN WITH LIFE-THREATENING CONDITIONS

Washington law defines a life-threatening condition as “a health condition that will put the child in danger of death during the school day, if a medication or treatment order and a nursing plan are not in place.” Children with life-threatening conditions such as severe bee sting or food allergies, severe asthmas, unstable diabetes, severe seizures, etc., are required to have a medication or treatment order and nursing plan in place before they start school. The medication or treatment order must be from the child’s licensed health care provider.

If a medication or treatment order is not provided, the chief administrator of the school is required to exclude the child until such order has been provided. Our exclusion procedures are in accordance with the rules (WACs) of the State Board of Education.

It is vital to your child’s safety during the school day that if your child has a life-threatening health condition that may require medical services to be performed at school, you immediately notify your school’s principal or school nurse. The necessary forms will be provided and a time will be arranged for you to meet with your child’s school nurse.

Please call the school nurse at 677-3481 (Lind) or 659-0232 (Ritzville) if you have any questions or would like further clarification.

DRUG DOG SEARCHES

In an effort to keep schools free of drugs, the Districts may use specifically trained non-aggressive dogs to sniff out and alert the dog’s handler to the presence

of substances prohibited by law. The dogs may sniff the air around lockers, desks, bags, items or vehicles on District property or at District sponsored events only when there are no students or employees present. Only the trained dog’s handler will determine what constitutes an alert by the dog.

CITIZEN COMPLAINT PROCEDURES-FEDERAL PROGRAMS

To find information on how to file a Citizen Complaint against OSPI, go to the OSPI website at <http://www.k12.wa.us>. Do a search for Citizen Complaint Against OSPI or phone 360-725-6100.

NUTRITION, HEALTH, AND PHYSICAL FITNESS

The board recognizes that a healthy school environment prepares students for college, careers, and successful futures. Students who eat well-balanced meals and engage in regular exercise are more likely to learn in the classroom. The board supports the District’s increased emphasis on nutrition, health and physical education, and physical activity at all grade levels to enhance the well-being of the District’s students. Therefore, it is the policy of the Board of Directors to provide students with access to nutritious food; emphasize health education and physical education; and provide students with opportunities for physical activity.

WELLNESS POLICY

The District, through a wellness committee, will develop and implement a comprehensive wellness policy in compliance with state and federal requirements for districts participating in the National School Lunch Program, the School Breakfast Program and the United States Department of Agriculture (USDA) Smart Snacks in School nutrition standards.

ANNUAL NOTIFICATION

The District will notify families and the public, on annual basis, of the availability of the wellness policy/procedure and provide information that would enable interested households to obtain more details. The District is encouraged to provide as much information as possible about the school nutrition environment.

TRIENNIAL PROGRESS ASSESSMENTS

At least once every three years, the District will evaluate its compliance with the wellness policy/procedure. The Triennial assessment will consider:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy/procedure.
- The extent to which progress has been made in attaining the goals of the District’s wellness policy.

Lind and Ritzville School Districts Public Notifications

NUTRITION AND FOOD SERVICES PROGRAM

MEAL APPLICATIONS AND ELIGIBILITY FOR SCHOOL MEALS

As a sponsor of the National School Lunch Program and School Breakfast Program. The District will provide free and reduced- priced breakfast and lunches to students who qualify in accordance with the programs. The District will distribute the Letter to Households and Free and Reduced-Price Meal Applications to all households at the beginning of each school year. The district will protect the identity of students eligible for free and reduced-priced meals in accordance with USDA guidelines for confidentiality and disclosure of students' eligibility for such meals.

MEAL PATTERNS AND MENU PLANNING

The District will follow the USDA meal patterns for the National School Lunch Program, School Breakfast Program, and Smart snacks in School standards for all food and beverages sold to students on school campus during the school day.

MEAL TIMES

The District will set meal times to allow breakfast to be served as close to the start of the school day as possible and lunch to be served between 10:00 am and 2:00 pm. The length of the meal period will allow enough time for students to be served and eat a complete meal as well as take care of personal hygiene

FOOD SAFETY PLAN

The District will establish a Food Safety Plan based on Hazard Analysis and Critical Control Points. Because of the potential liability of the District, the food services program will not accept donations of food other than as provided in this policy without board approval. Should the board approve a food donation, the

Superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school lunch menu.

MEAL PRICING

The Board of Directors shall determine paid meal prices annually and for the National School Lunch Program and follow Paid Lunch Equity regulations. Adult meal prices shall be set to allow teachers, administrators, and parents/ guardians to demonstrate their support for school meal programs by occasionally eating with students paying the full meal price plus the value of federal reimbursement for paid meals and the USDA Food Value.

USDA FOODS

The District will use full entitlement of USDA Foods made available under the Federal Food Distribution Program for school meal programs.

NON-PROFIT SCHOOL FOOD SERVICE ACCOUNT

The District will maintain a non-profit school food service account. All revenues shall be used solely for the school meal programs and to improve the quality of the food service program for the students being served. Food sold a la carte and food sold to other school entities will be priced to recover at a minimum food costs.

MEAL CHARGE POLICY

In order to allow students to receive nutritious meals, prevent over-identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program, the District will establish a written meal charge process for students eligible for reduced price meals and students not eligible for meals. The meal charge policy will be communicated to households each year so that school district employees, families and students have a shared understanding of expectations regarding meal charges,

UNPAID MEAL CHARGES

The District's Meal Charge Policy will address unpaid meal charges. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

The District will make reasonable, discrete efforts to notify families when meal account balances are low through use of email, letters, and automated calling systems. Families will be notified once the balance reaches \$5.00.

Reasonable efforts are made to collect delinquent funds.

HEALTH AND PHYSICAL EDUCATION PROGRAM

The District's K-12 health and physical education programs will be aligned with the Washington State Health and Physical Education K-12 Learning Standards and will include, but not be limited to, the development of knowledge and skills to be physically active, to eat nutritiously, to access reliable health information and services, to communicate effectively, and to set health-enhancing goals.