Lind and Ritzville School Districts Public Notifications

USE OF TOBACCO PRODUCTS PROHIBITED
Current school laws of the State of Washington and the Lind & Ritzville Cooperative policies prohibit the use of tobacco in any form on school district property. The Board of Directors and your school staff realize that this will be an inconvenience for some patrons. Thank you for your cooperation and understanding.

DRUG & ALCOHOL USE AND ABUSE PROGRAM
Policy:
Any student possession, use, transmission or distribution of substances classified as illegal drugs or alcohol will not be permitted nor condoned.

Rationale:
Student use of alcohol and other mind-altering drugs is illegal and interferes with the learning process. These drugs are capable of producing the organic disease of substance abuse and chemical dependency.

The School Boards recognize that the presence of alcohol and other drugs in our society poses a difficult problem to pupils, their parents/guardians and the schools. The Boards strongly urge abstinence from alcohol and other drugs on the part of students in order that their development can reach full intellectual, emotional, social and physical potential.

To assist students in dealing with decisions relating to drugs and/or alcohol, the Boards are committed to the development of a program which emphasizes:

Prevention—Focus on classroom instruction, guidance services and school climate.

Intervention—Identify students involved with drug/alcohol use and abuse and initiate activities toward elimination of such use/abuse. Involve school resources, parents and community inpatient or outpatient services.

Aftercare Support—Facilitate the re-entry of students to school or other appropriate educational programs following inpatient or outpatient treatment.

Necessary Corrective Action—Enforce prohibitions against student possession, transmission or use of illegal drugs or alcohol. Apply suitable school-related disciplinary measures, supplemental to law enforcement action.

Student and Parent/Guardian—The primary obligation to seek assistance rests with the student and his/her parent or guardian.

The Boards shall seek the support, cooperation and coordination of public and private agencies through the Community Substance Abuse Committee.
Such committee shall include membership from instructional staff, students, parents, state and local government law enforcement personnel, and the county coordinator of alcohol and drug treatment or a representative of other treatment service providers.

School staff shall work with students, the home and community to develop and implement a comprehensive program of prevention and intervention.

Procedure:
Necessary corrective action—
Any student, while on school property or while attending a school-sponsored activity, who sells or distributes drugs or any substance to any other person shall be reported to a law enforcement agency and shall be recommended for long-term suspension or expulsion.
Any student, while on school property or while attending a school-sponsored activity, who possesses, uses, consumes or exhibits the effect of having consumed or used alcohol, drugs, narcotics or other mood-altering substances not consumed or taken at the direction of a physician, shall be recommended for a long-term suspension of a minimum of 10 consecutive school days. The student and/or parent/guardian may, in lieu of suspension, request that the student participate in and agree to an alternative program developed by the Student Assistance Committee of each respective school.
Any costs of participation in any said programs shall be borne by the student and/or his or her parent or guardian.
Failure to comply with and adhere to all the requirements of the program and/or services shall result in a recommended suspension of a minimum of ten consecutive school days.

Legal Reference:
RCW 28A.170 Substance Abuse Awareness Program

Policy Reference:
3200 Student Rights and Responsibilities

STUDENT RIGHTS AND RESPONSIBILITIES
The Cooperative policies and procedures concerning student rights and responsibilities (behavior, attendance, discipline, etc.) are published in the Student Handbooks and are available in each school office.

HOMESCHOOLING DECLARATION REQUIRED
In compliance with state law, parents providing home-based instruction to their children must file a statement with their local school district to that effect by Sept. 15, or within two weeks of the beginning of any public school quarter or semester. Parents can find this form on the District website (lrschools.org) or may request this form from the District Offices. Please contact the District Offices with questions: Lind 509-677-3499 or Ritzville 509-659-1660.

NONRESIDENT STUDENTS & CHOICE TRANSFERS
The "Choice Transfer" process allows students in the state of Washington to attend a public school outside of their resident school district boundaries. This process requires an agreement between both the resident and nonresident districts, which must be renewed annually for each student.
Additional information can be found under the Parent & Student Information tab at lrschools.org. Policy Reference: 3141 Nonresident Students.

FIREARMS OR DANGEROUS WEAPONS PROHIBITED
It is a violation of Cooperative policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities. Reference policy 4210.

SCHOOL IMPROVEMENT TEAMS
Parents are invited to call their school principal in order to participate on the school improvement team. School improvement teams guide the work of improving learning at the school.

TEACHER QUALIFICATIONS
Parents may request to know the qualifications of their child's teachers and/or paraprofessionals. Call Tina Schuler in Lind at 677-3499. Teacher qualifications are also listed on the OSPI website report card: http://www.ospi.k12.wa.us.

SCHOOL LEVEL REPORT CARDS
The school report card will be available this fall and will include the most current student achievement data. Parents may also visit the Office of Superintendent of Public Instruction website **http://www.ospi.k12.wa.us/**, click on Data & Reporting, click on School Report Cards, then click on Lind or Ritzville School District and search. To obtain a paper copy please contact Lind or Ritzville District offices (509) 677-3499 or (509) 659-1660.

INTEGRATED PEST MANAGEMENT
On occasion the Lind & Ritzville School Districts need to use chemical sprays in order to manage vegetation and insect pests. Chemical sprays are only one method in the Integrated Pest Management program (IPM) to help control vegetation and insect pests. There is no fixed schedule for IPM treatments, which can range from monitoring to baiting and trapping to spraying. Chemical controls are used only when needed and in the least toxic formulation required.

The goal of IPM is to protect human health and reduce loss from pest damage, environmental pollution, human exposure to pesticides and the cost of pest control. Spraying is done when and where monitoring has indicated that vegetation or a pest will cause unacceptable economic, aesthetic or medical injury.

If the Districts deem it is necessary to use chemical sprays to manage vegetation and insect pests, the following guidelines are followed:

- Whenever practical, treatments will be at times when school is not in session.
- When it is necessary to apply herbicides when school is in session, the areas will be clearly marked and isolated from the school population. Pesticides used in the Districts must be pre-approved by the Maintenance Director.
- Records of applications will be on file at the Maintenance Department.
- Material Safety Data Sheets (MSDS) information for approved materials can be obtained using the MSDS toll-free telephone number (800-451-8346).
- All persons who apply approved pesticides/herbicides will be licensed.
- Notification and posting of pesticide/herbicide treatments will be made in accordance with the applicable state law (RCW 17.21.415).

Though spray applications are primarily conducted when school is not in session and the area is posted, some might want prior notification of applications at their school. If you would like to be placed on a list to receive prior notification at your school, please contact Zach Gardner in Ritzville at 659-1660.

NON-DISCRIMINATION
The Lind-Ritzville Cooperative complies with all state and federal rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of trained dog guide or service animal, and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to Lind-Ritzville Cooperative Schools Title IX RCW 28A.640 Officer, Don Walker, 209 E Wellsandt Ave., Ritzville, WA 99169 or 509-659-1660. Section 504/ADA Coordinator:
Mr. Don Walker, Principal, 209 E Wellsandt Ave, Ritzville WA 99169, Phone: 509-659-1660.

To view the full USDA Nondiscrimination Statement, please go to the Food Service tab on the district website.

ADA NOTICE
To be in compliance with the Americans with Disabilities Act, the Districts wish to announce the following:

- Individuals with disabilities who may need a modification to participate in programs and/or meetings held in the District should contact the Administration Office in Ritzville at 659-1660 and in Lind at 677-3499 no later than three (3) days prior to the program/meeting so the modification can be made.

Lind and Ritzville School Districts Public Notifications

STUDENT RECORDS AND DIRECTORY INFORMATION

Pursuant To the Family Educational Rights and Privacy Act, it is policy of the Lind-Ritzville Cooperative Schools to annually notify parents, guardians or adult-age students (18 years of age or older) that they have the right of access to student records, to request corrections of or amendments to such records, and to appeal any refusal of a request to change or amend such records.

Student records will not be released without the consent of the student's parent/guardian or that of the adult-age student, except as provided by law or District policy. Specifically, directory information and requests for records from schools where students have transferred will be released by the District without written consent. An example of a non-profit entity that requests such information is the United States Military. Photographs may occasionally be taken of students for use in the news media or school district publications, as well. If you **do not** want any information released to **any and all** such non-profit organizations, or if you do not wish to have your child appear in a photograph, videotape, film or slide, please notify your child's school in writing. Inquiries regarding compliance with the Family Educational Rights and Privacy Act may be directed to Dr. Miranda Bacha, 209 East Wellsandt Avenue, Ritzville WA 99169 or by calling 659-1660. In Lind please contact Dr. Miranda Bacha, PO Box 340, Lind WA 99341 or by calling 677-3499.

CHILDHOOD NOTIFICATION

The cooperative schools provide many programs for the children of our schools at no cost to you. The schools offer special programs such as speech therapy, physical and occupational therapy, Title/LAP and special education academic programs, and preschool ECEAP classes to children three years and older.

Developmental screenings 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. These services are available for persons between the ages of birth through 21 years of age. Appointments or further information can be obtained by contacting the school or district office Ritzville 659-1660/Lind 677-3499.

SPECIAL EDUCATION PUBLIC PARTICIPATION INFORMATION

Those interested in attending a meeting and/or reviewing the IDEA application and related surveys and reports may call Kris Robbins in Ritzville at 659-1660 for specific information. Please call no later than October 15.

HOMELESS ASSISTANCE

Students who become homeless may receive assistance to remain at their school and receive other assistance. Please contact the School Counselor, Homeless Liaison in Ritzville at 659-1720 or in Lind at 677-3499.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL 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 student's 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 (or appropriate school official) 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 education records the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Lind or Ritzville 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 FERP7-A 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/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.

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STUDENTS AND TELECOMMUNICATION DEVICES

Board Policy 3245 - Students and Telecommunication Devices states, in part:

- Students will not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit conduct (as defined in RCW 9.68A.011) in electronic or any other form on a cell phone or other electronic device while on school grounds, at school-sponsored events, or on school buses/vehicles provided by the district. Students who violate this policy will be subject to disciplinary action.

To view the complete policy and procedure, please visit the Policies & Procedures section under the School Board tab on the district website at lrschools.org.

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.

The District will ensure that the following requirements are met:

- All students in grades one through eight receive an average of one hundred instructional minutes per week of physical education per year.
- All high school students are required to complete a minimum of three semesters (1.5 credits) of physical education and one semester (.5 credit) of health education.
- The district will offer a one-credit course or its equivalent in physical education for each grade in the high school program (grades 9-12).
- All students have equal and equitable opportunities for health and physical education.
- All students, from kindergarten through grade 12, will participate in a quality, standards-based health and physical education program.
- OSPI- developed assessments or other strategies will be used in health and physical education.

Additionally, School districts must conduct an annual review of their PE programs. The review must consist of numerous provisions, including:

- The number of Individual students completing a PE class during the school year;
- The average number of minutes per week of PE received by students in grades 1 through 8, expressed in appropriate reporting ranges;
- The number of students granted waivers from PE requirements;
- An indication of whether all PE classes are taught by instructors who possess a valid health and fitness endorsement;
- The PE class sizes, expressed in appropriate reporting ranges;
- An indication of whether, as a matter of policy or procedure, the district routinely modifies and adapts its PE curriculum for students with disabilities; and
- An indication of whether the district routinely excludes students from PE classes for disciplinary reasons.

As a best practice and subject to available funding, the District will strive to ensure:

- Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions.
- All schools will have certificated physical education teachers providing instruction.
- All schools will have appropriate class sizes, facilities, equipment, and supplies needed to deliver quality health and physical education consistent with state standards.
- All physical education teachers will be encouraged to participate in professional development in physical education at least once a year.

PHYSICAL ACTIVITY

Physical education class is not to be used or withheld as punishment for any reason. All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to by physically active, such as the Comprehensive School Physical Activity Program (CSPAP) recommended by the Centers for Disease Control and Prevention, and will provide the following:

- Quality physical education;
- Physical activity during the school day (brain boosters/energizers);
- Physical activity before and after school;
- Recess (which will not be used or withheld as punishment for any reason);
- Family and community engagement;
- Staff wellness and health promotion;
- Active transportation; and school district facilities.

If you need this information in another language, please contact the Lind or Ritzville District Office.