

Full, detailed copies of the ORIENT SCHOOL DISTRICT policies and procedures are on file at the district office and copies are available upon request for staff, students, and parents or community members to view.

### **Nondiscrimination**

The Orient School District complies with all federal and state laws, rules and regulations and does not discriminate, with regard to all students or persons who are interested in participating in educational programs and/or extra-curricular school activities, admission, access to services, or employment, on the basis of race, creed, religion, color, national origin, age, gender, gender identification or expression, sexual preference, veteran or military status, marital status, age, or 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..

Inquiries regarding compliance and complaints of alleged discrimination may be directed to the school district office or to Tara Holmes, Principal (684-6873) (tara.holmes@orient.k12.wa.us). Individuals who need auxiliary aids, accommodations or modifications for communications, employment, programs, and/or services are asked to make their needs and preferences known to the Principal (684-6873).

### **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) required the district to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationship, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or

- Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings. The district will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under state law.

### **Safety in Schools and Civility Statement Prohibition of Harassment, Intimidation and Bullying**

The Orient School District is committed to a safe and civil educational environment for all students, employees, volunteers, parents and community members, free of any intentional written, verbal or physical act, including but not limited to that which appears to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or disability, that is perceived as harassment, intimidation or bullying.

It is the policy of the Orient School District to encourage students and staff to learn and work in schools that are free from violence, intimidation, threats, harassment and fear and promote mutual respect, civility and orderly conduct. The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need. The District is committed to maintaining orderly educational and administrative processes to keep the school and administrative office free from disruption and prevent unauthorized persons from entering the school. This policy is not intended to deprive any person of his or her right to freedom of expression, but to maintain a safe, harassment-free learning environment and workplace for students and staff. In the interest of providing positive role models to the children of this District, as well as the community, Orient School encourages positive communication and discourages volatile, hostile or aggressive speech and/or actions. Complaints are appropriately investigated and consistently handled with due process requirements.

## **Family Educational Rights and Privacy Act (FERPA)**

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. These rights are:

1. The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. However, disclosure can be made to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student intends to enroll.
4. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA, contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-5901.

Most information about our students is confidential and cannot be made public without consent of parents or guardians. However, the federal Family

Educational Rights and Privacy Act (FERPA) permits a school district to release “directory information” about a student unless a parent or guardian chooses not to have it released. Requests for this type of information often come from the news media for news stories, sports articles, academic achievements, awards and special programs. There are also times when schools or the district may want to recognize students in newsletters and other district publications. Directory information includes a student’s name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight/height of members of athletic teams, grade in school, diplomas and awards received, and the most recent previous school attended by the student. This information is not released for commercial purposes, but can be released to provide educational, scholarship, vocational/occupational and/or military information, or to the news media or law enforcement. Parents have the right to withhold this information. Parents/guardians receive a release form when enrolling their child in school and each fall parents/guardians are given a form to update. If the parent/guardian does not return the document, then it is assumed that it is okay to release information. If you mark “no” for any of the items on this form, we will honor that until you give us permission, in writing, to release your child’s name or photo. Forms are available year-round at the District office.

### **Section 504 (ADA)**

Students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this section even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

## **Special Education \* Child Find \* Individuals with Disabilities Education Act (IDEA)**

Orient School District provides evaluation and educational services to people from birth to age 21 who are enrolled in school or not and may have special needs. Special needs include concerns with hearing, vision, speech, language, health, learning, developmental delay, behavior, orthopedic problems, and autism. The Child Find process is:

1. A referral is completed and given to the Orient School Multidisciplinary Team.
2. The parent is invited to review the referral.
3. If the team, including the parent, determines an evaluation is needed, parent written permission will be required.
4. The evaluation is conducted when parent permission is received.
5. Parents meet with members of the Evaluation Team to discuss the evaluation results.
6. If the team, including the parent, determines the child qualifies, an appropriate Individualized Education Program is developed.

Parents of children with disabilities receive a copy of procedural safeguards annually (and upon initial referral or parental request for an evaluation) and upon filing a request for a due process hearing.

## **Title I**

Title I is a federally funded program designed to help children who are achieving below grade level in reading, writing and math. Trained teachers, instructional assistants and materials are provided by Title I funds to qualifying schools. Children who qualify for supplemental instruction receive instruction to accelerate their learning. Families at Title I schools are invited to participate in the planning and evaluation of the program.

The Elementary and Secondary Act (also known as No Child Left Behind Act) requires that schools receiving Title I federal aid have instructors in all core academic areas who meet the federal definition of “highly qualified.” Parents/guardians may request the qualifications of their child’s teacher.

To file a complaint related to a Federally funded program go to

<http://www.k12.wa.us/TitleI/CitizenComplaint.aspx>

Orient School is a Title I School wide school and as such, is required to annually review and revise its School wide Plan along with Orient’s Title I Parent Involvement Policy at the SIT meeting at the first of every year.

Parents and students have the right to attend and participate in the development of each document. Dates and times will be posted at least 7 days before this meeting.

### **Highly Capable**

Students may be nominated for the District's Highly Capable Program by teachers, parents, peers, and members of the community by completing a nomination form that is available year round at the District Office. A District team will review all nominations and if additional assessments are deemed necessary, the principal or designee will obtain written parental permission prior to administering them. The District will notify parents and obtain their permission before their child becomes enrolled in the Highly Capable program. Parents shall receive a full explanation of the procedures for identification, program options, and the appeal process. Parents will be involved in the development of their student's annual education plan and its review.

### **Educational Services for Displaced Youth Homeless**

The purpose of the McKinney-Vento Act is to provide educational services to homeless and ensure that homeless children and youth have equal opportunities to enroll in, attend, and be successful in school. Your child may qualify as homeless if you are:

- Sharing housing with others due to loss of housing, economic hardship, or similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate living accommodations;
- Living in emergency or transitional shelter;
- Awaiting foster care placement;
- Living in public or private places (such as in cars, parks, public spaces, abandoned buildings, substandard housing, transportation station) not designed for or ordinarily used as regular sleeping
- Migratory children living in conditions described above.

Homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. When feasible, transportation will be provided to their school of origin. The District liaison for homeless students

is Chris Petterson (684-6873). The National Center for Homeless Education can also provide assistance (1-800-308-2145).

### **Child Nutrition Programs**

Orient School District participates in the National School Lunch Program. Children from households that meet Federal income guidelines are eligible for free or reduced price lunches. Reduced price lunches cost each eligible student 40 cents. To apply for free or reduced price meals the applicant must complete a district application form requesting free or reduced price lunches. These forms are sent home in the September, included in enrollment packets and available in the office.

### **Health Conditions**

Prior to attendance at school, families with a child having a life-threatening health condition such as a severe allergy, diabetes, asthma, or a severe seizure disorder are required to contact the school and present any medication or treatment orders necessary for their child's safety at school. Life threatening means that without planning, adequate supplies, medication, or treatment orders the child could be at risk of death at school. For such students, the school nurse will develop an individual emergency health care plan that will be kept on file in the District office and adhered to as written. In accordance with Board Policy, any student having a life threatening health condition may be excluded from school if provisions listed above are not met and provided with an alternative form of education.

### **Prohibition of Drugs, Alcohol and Tobacco**

In accordance with Orient School District Policy, the unlawful possession, use and/or distribution of illicit drugs and/or alcohol or any other illegal chemical substance on school premises or during any school related activity is prohibited. Since drug, alcohol, and tobacco use is illegal and interferes with both effective learning and the healthy development of children and adolescents, the district has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment. Staff and students may be subject to disciplinary action or prosecution for violation of this policy. To ensure

the safety, health and well being of all students and staff, the Board has developed procedures for a comprehensive substance abuse prevention program that in collaboration with the ESD 101, addresses prevention, intervention, referral, and other necessary corrective actions.

Compliance is mandatory and will be enforced.

In accordance with Orient School District Policy, the use of any tobacco product on school district property, which includes school buildings, grounds, district owned vehicles and school buses, is prohibited. This holds true for employees, students, parents, visitors, spectators, and patrons. Staff and students may be subject to disciplinary action for violation of this policy. Tobacco is included in our comprehensive substance abuse prevention program that in collaboration with the ESD 101, addresses prevention, intervention, referral, and other necessary corrective actions.

**Prohibition of Weapons and Firearms,**

In accordance with Orient School District Policy and state law, it is prohibited for any person to carry a firearm or any dangerous weapon (including toys that resemble weapons) on school premises, school provided transportation, or areas of other facilities being used for school activities. RCW 9.41.280 states: "...any violation of subsection (1) of this section by elementary or secondary school students constitutes grounds for expulsion from the state's public schools...an appropriate school authority shall promptly notify law enforcement and the student's parent/guardian regarding any allegation or indication of such violation.

### **Prohibition of Dangerous Weapons**

In accordance with Orient School District Policy and state law, it is prohibited for any person to carry a firearm or any dangerous weapon (including toys that resemble weapons) on school premises, school provided transportation, or areas of other facilities being used for school activities. RCW 9.41.280 states: "...any violation of subsection (1) of this section by elementary or secondary school students constitutes grounds for expulsion from the state's public schools...an appropriate school authority shall promptly notify law enforcement and the student's parent/guardian regarding any allegation or indication of such violation.



## **Chemical Substances Management**

The Orient School District uses Integrated Pest Management (IPM) modeled after Environmental Protection Agency recommended guidelines for the control of structural and landscape pests. IPM coordinates the use of non-chemical methods along with all available pest control methods. These include pruning, using disease resistant plants, and the judicious use of chemicals that are deemed the least hazardous to human health, and least damaging to the environment. Chemicals are applied by a commercial applicator or a licensed district employee. A notice will be posted in the school's main office 48 hours prior to the application of any biologic or chemical pesticide. It will provide the reason for application and the name of the product to be used. For individual pre-notification, please call the school and ask to be placed on the pesticide pre-notification list. Notification procedures do not apply to emergency applications to school facilities for the control of any pests that pose immediate human health or safety threats.

### **Asbestos Management**

The District has developed an Asbestos Management Plan for Orient School, as required by the Asbestos Hazard Emergency Response Act (AHERA) of 1986. The act requires schools to be inspected to identify any asbestos-containing building materials, and for any such suspected materials to be located, sampled (or assumed), and rated according to condition and potential hazard. Every three years the district conducts a re-inspection to determine whether the condition of the known or assumed asbestos-containing materials has changed, and to make recommendations on managing or removing the materials. A walk-through inspection is also made every six months. It is the intention of the district to comply with all federal and state regulations controlling asbestos, and to take whatever steps necessary to ensure students and employees a healthy and safe environment in which to learn and work. AHERA manuals are available in the District office.

If any errors, omissions or typos were printed in this publication it was not intentional.

These notices are also posted in the Orient Family/STUDENT Handbook, at the District office and on the Orient School Website.

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