

NOTICE TO COMMUNITY

Please note: full, detailed copies of the ORIENT School District policies are on file at the district office and copies are available upon request.

The Orient School District is committed to creating a positive and productive working and learning environment free of discrimination. The District prohibits discrimination/sexual harassment/ harassment/intimidation/bullying of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student. The District's full policies and procedures are on file in our school building for staff, students, parents or community members to view.

The Orient School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, gender, sexual preference, marital status, age, or disability with regard to all students who are interested in participating in educational programs and/or extra-curricular school activities, admission, access to services, treatment or employment and all opportunities in programs and activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district. Individuals who may need auxiliary aids, accommodations or modifications for communications, employment, programs, and/or services (including students who meet 504 criteria) are asked to make their needs and preferences known to the Principal at 684-6873.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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.

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.

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.

Orient School District Policy outlines information related to student records, including, but not limited to student/parent access to records and provides public access to district records according to the procedures developed by the superintendent and periodically reviewed by the board.

The Federal Family Educational Rights and Privacy Act (FERPA) permits a school district to release “directory information” about a student unless a parent/guardian chooses not to have it released. 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.

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.

Special Education services are offered to students ages birth to 21 who meet state and federal guidelines and are in need of specialized education programs. The Orient School District uses a process called “Child Find” to locate these students (see Child Find link). If you suspect a student may be in need of these services, you may make a referral by contacting Cher Belcher at 684-6873.

In an effort to keep parents informed of the qualifications of teachers and para-eds, the Every Student Succeeds Act (ESEA) allows parents to inquire at school whether their child(ren)’s teacher(s) and Para-educators have met state qualifications and certification requirements for the grade level and subject taught. Parents may inquire whether a teacher is under emergency or conditional certificate through which state qualifications were waived, and they may request information about undergraduate or graduate degrees the teaching staff member holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration. Parents can also ask about paraprofessionals working with your child in reading, writing, and/or mathematics. We can tell you whether your child receives help from a paraprofessional and whether he/she meets state qualifications and/ or licensing requirements. Orient School District annually conducts a review of assignments and qualifications.

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 Parent Involvement Policy at the first S.I.T. meeting every year. Parents and students have the right to attend and participate in the development of each document. Dates and times are posted at least seven days prior to the meeting.

In addition to qualifying for the District's Highly Capable Program by meeting District policy criteria, students may be nominated by teachers, parents, peers, and members of the community to qualify for the program. Nominators will complete a referral form available at the District office, and teachers will provide information that includes scores on statewide and local assessments, classroom performance and general achievement levels. A District team will screen each referral. 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 involved 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 education plan and its review.

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.

In addition to the policies that are directly referred to in this notice, the District would also like you to review the information in the Orient Family/STUDENT Handbook and the Orient School Website.

If you have any questions, please call the District Office at 684-6873. PLEASE NOTE: Our mailing address has changed: 374 4th Avenue, Orient, WA 99160

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

Orient School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, 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. Questions and complaints of alleged discrimination should be directed to Sherry Cowbrough, Superintendent at 509-684-6873 or 374 4th Avenue, Orient, WA 99160

Citizen Complaint Against a School District or Other School Service Provider

Here is an overview of the citizen complaint process described fully in Chapter 392-168 WAC, Special Service Programs—Citizen Complaint Procedure for Certain Categorical Federal Programs.

- Find this WAC online: <http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>.

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

Follow steps 1 through 5 to complete the citizen complaint process.

STEP 1 Use Your Local Process First

If you have followed the citizen complaint process of your school district, ESD or school service provider (subgrantee) and are unable to reach a satisfactory solution, use this citizen complaint process through OSPI.

STEP 2 File a Citizen Complaint Through OSPI

A citizen complaint must be in writing, signed by the person filing the complaint, and include:

- **Contact Information of the Person Filing the Complaint.** Your name, address, telephone number and email, if you have one.
 - **Optional:** If someone is helping you to file this citizen complaint, include **1)** their contact information, and **2)** your relationship to them — for example, family member, a relative, friend or advocate.
- **Information About the School District, ESD or School Service Provider You Believe Committed This Violation.** Name and address of the school district, ESD or school service provider (subgrantee) you think violated a federal rule, law or regulation or a state regulation that applies to a federal program.
- **The Facts — What, Who & When.** Include a description of the facts and dates, in general, of when you think the alleged violation happened.
 1. What specific requirement has been violated?
 2. When did this violation occur?
 3. Who you believe is responsible: names of all the people, and the program or organization involved.
 - **Optional:** Did you file a written citizen complaint first with the school district, ESD or school service provider? Although not required by Chapter 392-168 WAC, it is helpful if we can review a copy of your citizen complaint and the results, if any.
- **The Resolution You Expect.** A proposed solution, if you think you know or have ideas about how the issue can be resolved.

STEP 3 Mail or Fax Your Written Citizen Complaint to OSPI

Office of Superintendent of Public Instruction

Attn: Citizen Complaint-Title I, Part A

P.O. Box 47200

Olympia, WA 98504

Fax: (360) 586-3305



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 Special Education
 Old Capitol Building
 PO BOX 47200
 Olympia, WA 98504-7200
 (360) 725-6075 TTY (360) 664-3631 FAX (360) 586-0247
www.k12.wa.us/specialed/

Request for Special Education Citizen Complaint
 (This form is not the form to use to file for Due Process)

This form is optional and is designed for you to provide this office with information needed in order to accurately process your complaint. Information about procedural safeguards and dispute resolution options are available on the web site at www.k12.wa.us/SpecialEd/DisputeResolution/default.aspx.

Send To: Douglas H. Gill, Ed.D.
 Assistant Superintendent
 Special Education, OSPI
 PO BOX 47200
 Olympia, WA 98504-7200

Date Sent: _____

And to: Orient School District
 374 4th Ave, PO Box 1419
 Orient, WA 99160

Date Sent: _____

*** You must provide a copy of this complaint to the school district superintendent or public agency's chief officer.**

Section I: Student Information

 Name of Student(s)

 Eligibility Category (Optional)

 Grade

 Name of Student(s)

 Eligibility Category (Optional)

 Grade

 School District of Residence

 School Name

Section II: Complainant Information

Parent/Guardian:

Complainant, if not the parent:

 Name of Parent

 Name of Complainant

 Street Address

 Street Address

 City/State/Zip

 City/State/Zip

 Home phone

 Home phone

 Work phone

 Work phone

 Email

 Email

X

Signature of Person(s) Filing Complaint

Date

Please note: The OSPI Special Education Section may only investigate allegations of violations under the IDEA that have occurred in the past year. Questions about discrimination or implementation of 504 Plan under Section 504 of the Rehabilitation Act should be directed to the Office for Civil Rights at 1-800-421-3481, or OSPI's office of Equity & Civil Rights at (360) 725-6162. Questions about professional conduct should be directed to the Office of Professional Practices at (360) 725-6130.

Section III: Allegation Information

A. Statement of the violation(s):

You do not need to know specifically what law was violated, but you must explain what you believe the school has done wrong, e.g. "The teachers are not following my child's IEP.") OSPI can only investigate allegations of violations under the IDEA that have occurred in the past year.

I believe the District violated Part B of the IDEA by:

(Attach additional pages if you do not have enough room on the form)

B. Facts upon which the allegation is based:

Please include, to the best of your ability, the significant dates of the events that occurred.

(Attach additional pages if you do not have enough room on the form)

C. What documents do you believe should be reviewed regarding this allegation?

Letters from the school, the student's evaluation and IEP, notices, etc., that you believe will assist in clarifying or verifying the violation.

(Attach additional pages if you do not have enough room on the form)

D. What would you like to see changed?

(Attach additional pages if you do not have enough room on the form)