

## 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. Orient 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:**

### **Civil Rights Compliance Coordinator**

#### **Section 504/ADA Coordinator**

Sherry Cowbrough, superintendent  
374 4<sup>th</sup> Ave., Orient, WA 99160  
509-684-6873  
sherry.cowbrough@orientdsd.org

#### **Title IX Coordinator**

Gretchen Cruden, Principal  
374 4<sup>th</sup> Ave., Orient, WA 99160  
509-684-6873  
gretchen.cruden@orientdsd.org

Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR).

The District prohibits discrimination and sex-based harassment, intimidation and bullying of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, student or community member. These policies and procedures can be found on the director's website: **orientdsd.org** The District's full policies and procedures are also on file in the office of our school building for staff, students, parents or community members to view: **Orient School District 65, Orient Elementary School, 374 4<sup>th</sup> Ave, Orient, WA 99160- (509) 684-6873.**

The Orient School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, veteran or military status, gender, sexual preference, gender expression or identity, marital status, age, disability, and use of trained dog guide or service animal. The school provides equal access to the Boy Scouts of America and other designated youth groups 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 509-684-6873.

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](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](mailto: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 (509) 684-6873.

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 administrating 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 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 your child in reading, writing, and/or mathematics. We can tell you whether they have qualifications and/ or licensing requirements. Orient School District annually conducts a review of assignments and qualifications.

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 physical and mailing address is: 374 4<sup>th</sup> Avenue, Orient, WA 99160**

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

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