

**2022-2023**  
***East Omak Elementary***  
***STUDENT-PARENT***  
***HANDBOOK***



***Omak School District Mission Statement***

Creating a Future for Every Child

***Omak School District Vision Statement***

Success Through Aligned, Intentional, and Meaningful  
Programs.

***East Omak Elementary Mission Statement***

*East Omak Elementary exists to create a community where  
all students learn at high levels and feel loved and  
respected.*

## Table of Contents

Page 2 .....	Table of contents
Page 3 .....	Introduction
Page 4 .....	Parent/Student/School Contract
Page 5 .....	School Daily Schedule
Page 6 .....	Health and Safety Information
Page 6.....	When to keep your child home
Page 6 .....	.. Medication at School/Immunizations
Page 7.....	Bicycles
Page 7 .....	Pesticides
Page 7 .....	Emergency School Closures
Page 8 & 9.....	Support Services
Page 10.....	.. Library Services
Page 10.....	Behavior Management/Eagle's Nest
Page 10.....	Staff Consistency/Positive Recognition
Page 11 .....	Discipline and Behavior Plans/Contracts
Page 12 .....	Disciplinary Action and Due Process
Page 12. ....	Short Term/Long Term Suspension
Page 12.....	Emergency Expulsion
Page 13.....	Campus and Classroom Expectations
Page 14 .....	Student Dress Expectations
Page 15 .....	Student Cell Phone Policy
Page 15 .....	Harassment/Intimidation/Bullying (HIB)
Page 15 .....	Alcohol/Tobacco/Drugs
Page 15 .....	Weapons
Page 16 .....	Attendance and "Becca" Law
Page 16 .....	Transportation
Page 17 .....	Omak School District Bus Rules
Page 17 .....	Bus Violations
Page 18 .....	Parent Transportation of Students
Page 18 .....	Food Services
Page 18 & 19.....	Miscellaneous Information
Page 20 .....	Student Directory Information
Page 19 .....	Reference Information & Phone numbers
Page 21 .....	Family Educational Rights to Privacy Act (FERPA)
Page 21 .....	Nondiscrimination-Students
Page 21 & 22.....	Sexual Harassment and Complaints
Page 23, 24 & 25.....	Relevant Policies and Forms

### **SCHOOL DESCRIPTION**

**East Omak Elementary School  
715 Omak Avenue  
826-3003**

## **INTRODUCTION**

Welcome to the elementary education programs of the Omak School District! We are proud of our schools and the education we offer our children. Omak has a tradition of supporting its schools and of providing quality education to its citizens. North Omak Elementary School and East Omak Elementary School both strive to maintain the tradition of quality education.

This handbook is intended to familiarize you with the programs and services offered by East Omak Elementary and to provide you with information regarding our operation. **It contains considerable information and consulting it may save you unnecessary phone calls to the school.** Please keep it for reference throughout the year. You may find the reference material at the end of this handbook useful. Please discuss the parts of this handbook dealing with student expectations with your child.

East School educates approximately 350 students in grades three through five. We emphasize increasing academic success and developing life-long learners with skills essential for success in school, work, and life, such as listening, working well with others, setting goals, being resilient, and making responsible decisions.

### **EAST OMAK ELEMENTARY SCHOOL COVENANT**

We believe that children learn best in a system that promotes a strong personal relationship between staff, students, parents, and the community through an environment of mutual respect, support, and high expectations. Our purpose is to teach a meaningful curriculum with real-life applications.

### **Home-School Communication**

Good home-school communication is vital to us if we are to provide the best possible education for our children. This handbook is one way to help provide more information to parents and students. Periodically we will be sending home school newsletters. It is our hope that parents will read and explain to children those areas pertinent to them. We also encourage phone calls, letters, or conferences to discuss parents' suggestions or concerns. It is especially important that parents communicate with the school during any time of unusual stress at home. Home situations often affect schoolwork and behavior. We will be better able to support your child appropriately if you take the time to let us know of anything that concerns you and your child.

We encourage your input in the educational process. Please call your child's teacher, the school secretary, the counselor, or the building administrator should you have questions or concerns. We will be happy to schedule a conference with you.

## **Meeting Individual Student Needs**

Remedial education programs, counseling and social-emotional learning, curriculums emphasizing healthy living, STEM, WIN time, and computer education classes are some of the special activities designed to meet the individual needs of students.

### **PARENT/STUDENT & SCHOOL CONTRACT**

School contracts are voluntary agreements between the school and home to define specific goals, expectations, and shared responsibilities on the part of the school and family working together for the student's success.

As a student, I will ...

- Follow and obey school rules.
- Be ready to learn as much as possible.
- Complete my homework and bring it back to school.
- Take care of the school and my property.

As a parent/guardian, I will ...

- Make sure my child comes to school on time and attends regularly.
- Support the school and my child on any school-related issues involving my child.
- Encourage my child to read at home and read with my child at home.

As a school official (teacher, administrator, paraeducator), I will ...

- Have high expectations for all students.
- Make learning as interesting as possible.
- Follow school rules.
- Provide support to students and parents on homework and keep communication ongoing with home.

### **School Day Schedule**

Please note that these times begin at 7:30 a.m.; students should not arrive at school before this time as there is no supervision.

**7:30-** Teacher's contracted day begins. No student supervision before 7:30.

**7:35-** Breakfast service begins.

**7:30 -** Recess supervision begins. **ALL** students are at recess, an indoor activity (when available), or breakfast until the bell rings.

**7:55-** Recess bell rings- Students should be in class

**8:00-** School begins. Students who eat breakfast at home should be at school BEFORE this time.

-Please remember that if your child is late (after 8:05), they need to check in with the office before going to class.

**8:05-** Students who arrive after 8:15 will be marked as tardy.

**2:55 –** School is dismissed. **NOTE: 1:55** on Mondays and **12:35** on Early Release days.

**If your child's routine changes, please send a written note to the school. We cannot change your child's transportation arrangements without written notice. You can also send changes and attendance information to [Eastbusnotes@omaksd.org](mailto:Eastbusnotes@omaksd.org).**  
**We cannot take a verbal change from your child. This is a school board policy.**

A thorough transition program assists incoming students with adjusting to East Omak Elementary as they move from second grade. Students are supported in the transition again as they leave East Omak Elementary after fifth grade and move on to Omak Middle School.

Since we firmly believe that reading, language arts, and mathematics must be stressed at the elementary level, most of our school day is spent in these subject areas. We have also arranged instruction by levels at some

grades for reading and math. Assessments of student achievement are given regularly to determine whether skills have been attained or to see if more work is needed in certain areas. A record of each child's progress is kept and will be shared with parents at conferences.

Parents ultimately make the most significant change in our children. We encourage parents to be involved with student activities and schoolwork. Also, we enjoy having parents volunteer in the educational process. Please check with your child's homeroom teacher to see how you can support the learning environment of your child's classroom. In addition, a survey will be sent home to allow parents an opportunity to select an area in which they wish to volunteer.

### **When to Keep Your Child Home**

Children should stay home whenever they don't feel well enough to participate in normal activities during a school day. In order to control communicable diseases in school, it is important to keep your child home for the following reasons:

- Fever of 100.4°F or higher. Your child should be fever free for 24 hours, without the use of medication, before returning to school.
- Sore throat with fever, swollen glands, stomach ache, or rash, especially if exposed to someone with strep throat or COVID-19. If your child has been diagnosed with a strep infection, please ask your healthcare provider when they can return to school. If your child is diagnosed with or has been exposed to COVID-19, please contact the school office for guidance on when your student can return to class.
- Vomiting two (2) or more times over a 24-hour period or persistent diarrhea.
- Persistent abdominal pain lasting more than 2 hours.
- If your child has a persistent cough, chest congestion, shortness of breath, or difficulty breathing.
- A skin rash of undetermined cause.
- Red, crusty, or draining eyes.
- If your child has live lice present on the scalp or in hair.

**Please contact our school whenever your child is ill and will remain at home. 826-3003**

Please update your child's contact telephone numbers whenever they change. If your child becomes ill or injured, the school will attempt to reach you and then telephone your emergency contacts if you are unavailable.

### **Medication at School**

If a student must receive prescribed or over-the-counter oral or emergency (inhalers or EpiPen) medication during school hours, a *Medication Authorization form must be filled out and signed by both the health care provider and parent* (forms are available at school). The medication must be properly labeled and kept in the original container. The pharmacy will gladly provide an extra container or label for school at your request. Requests shall be valid for not more than the current school year. According to school policy, students may not transport medication to and from school unless authorized to self-carry by the parent/guardian, health care provider, and the school nurse. **We cannot administer over-the-counter medications such as Tylenol or cold/allergy medications to your child. Please do not send these to school with your child. If found, they will be confiscated.**

### **Immunizations**

Washington State law requires all students to have complete immunization records on file at their school. Schools are required to maintain current immunization records for each student. Parents/guardians may telephone their school to update their child's immunization records. Healthcare providers may provide medical exemption or documentation of immunity by providing titer results. Parents/guardians may visit the school to sign an exemption if they are opposed to immunization. In the event of an outbreak, the Department of Health may exclude these students from school for the duration of the outbreak.

## **Safety**

Keep your student's health information updated with current names and telephone numbers by contacting your school. Student Health Information is updated yearly. Please keep your school nurse updated on your child's health status, such as surgeries, medications, illnesses/diseases, new diagnoses, or other conditions that may affect your child's school performance. Certain health conditions may require an Individual Health Plan (IHP) for the safety and well-being of your child. Please contact your school nurse if you believe your child may benefit from an Individual Health Plan.

## **Life-threatening health conditions**

Students with life-threatening health conditions, such as asthma, seizures, severe allergies, diabetes, or heart conditions, must have an Emergency Care Plan, the needed medical orders, and any medication/equipment in place before they may attend school. Please contact the school nurse if you have questions regarding Emergency Care Plans.

## **Bicycles**

East Omak Elementary students may ride bicycles to and from school without written permission. Bicycles may not be ridden on school grounds. Students must walk them from the edge of the school grounds to the bicycle racks. All bikes should be locked while stored at school. If rules are not followed, riding privileges may be taken away. It is strongly recommended that students riding bicycles to school wear safety helmets.

## **Pesticides**

SSB 5533: The Pesticides in School Bill was passed in the 2001 legislative session. It requires that schools provide written notice annually, or upon enrollment, to parents or guardians of students describing the schools' pest control policies and methods. Schools are required to establish a system for notifying parents and employees at least 48 hours before pesticides are applied at school facilities. This notification does not apply when students are not at school for at least two days after the application. Please refer to board policy #6895 & procedure #6895P.

### **East Elementary pest control policies and methods:**

- Our policy is to apply spray to shrubs, bushes, and trees twice annually.
- Our twice-annual method is to continue with a local professional spray application company for service. The company is required to apply the spray at a time that assures that students will be away from school for at least 48 hours after the application.

## **Emergency School Closures**

Occasionally it is necessary to close school early because of weather, power failures, or other hazardous conditions. The local radio station will be contacted to announce the closure in the event of early closure. Please do not call the school or the radio station regarding emergency closures. At times it is necessary in bad weather to begin school late. Listen to KNCW and KPQ-Wenatchee for news regarding delayed openings or school closures. Follow Omak SD on Facebook and check the school website at [www.omaksd.org](http://www.omaksd.org).

**It is important that parents talk with their children and work out a plan regarding the following:**

1. Is the student going home to a friend's, neighbor's, or relative's house?
2. If there is no parent home when the student arrives, what should he/she do?
3. Is there an emergency key located somewhere for the child's use?

## **Support Services**

### **Support Programs and Support Personnel**

Teachers are supported in their efforts by a wide variety of individuals and agencies. These support personnel provides many services to both children and their families. The following is a list of support services available to the Omak Elementary Schools:

### **Counseling and Student Services**

East Elementary School has a certified school counselor. The counselor and other specially trained, certificated, and classified staff provide counseling and other intervention services.

### **School Psychologist**

The school psychologist is involved in many aspects of the total school program. Responsibilities include assessment of students, program development, parent-teacher consultation, and student behavior programs.

### **Physical Therapist/Occupational Therapist**

The physical or occupational therapist's areas of expertise include the administration and interpretation of tests and clinical observations used to evaluate the student's abilities in performing activities of daily living. This knowledge is used to develop a profile of the student's functional deficiencies and is subsequently used to develop a therapeutic program that addresses the specific physical, behavioral, and developmental needs of that student as they relate to their learning readiness.

### **Title I Program**

The Title I Program is designed to serve children with difficulty with basic reading and mathematics skills. Title I personnel work with the classroom teachers to provide additional instructional assistance to individuals and small groups of students in the areas of reading and math.

### **Speech Language Pathologist**

The district speech-language pathologist works with students with speech or language difficulties. When a child is identified as needing services, the SLP develops and implements a remediation program. As with other support personnel, the SLP works closely with the classroom teacher to provide the student with the best opportunity to alleviate the problem.



## **Native American Education Programs**

Native American students are provided services through Title VI federal programs for Native American education. These programs provide classroom aides, remediation specialists, counselors, advisors, and cultural enrichment opportunities for Indian students.

## **Title I Migrant Program:**

The Title I Migrant Program is designed to meet the unique educational needs of children whose schooling is frequently interrupted due to belonging to a family of migratory agricultural workers or migratory fishers.

## **Transitional Bilingual Program:**

The main goal of the Bilingual Program is to develop English language proficiency and is directed to students whose primary language is other than English. Bilingual staff assists with this program at all building levels.

## **Parental and Family Involvement**

Parent volunteers are a valuable part of the total school program. Individual classroom teachers, specialists, and the office staff all need volunteers. Please contact your child's teacher or building Assistant Principal if you would like to volunteer. Parents are strongly encouraged to participate in school activities actively. (In accordance with the Washington State Child/Adult Abuse Information Act, Chapter 486, Laws of 1987, all prospective volunteers are required to fill out a disclosure form provided in the office.)

**\*\***On August 18, 2021, Governor Jay Inslee announced a new directive legally requiring all K–12 school district employees to get a COVID-19 vaccination or an approved exemption by October 18, 2021. The Governor's directive applies to "all K-12 educators, staff, coaches, bus drivers, volunteers, contractors, substitutes and others working in school facilities."

Therefore to volunteer, you will need to verify that you are vaccinated or be approved for an exemption.

**\*\*\***Please see the School Board policy on volunteers at the back of this book. If you would like to volunteer, please visit the school office for paperwork and to schedule an appointment with an administrator.

## **Parent Lighthouse Team**

Parent Lighthouse Team is a volunteer-based group of parents with children attending East Omak Elementary. The group exists to support the staff and students with activities and improvements throughout the school. This group meets monthly, and all parents are encouraged to become involved. More information can be found at <https://www.facebook.com/East-Omak-Parent-Lighthouse-Team-119417622792345/>  
Or you may inquire at the school front office.

## **Community Agencies**

The following community agencies support the efforts of our school:

- Department of Social and Health Services
- Child Protective Services
- Okanogan Behavioral HealthCare

### **Student Insurance**

School Accident Insurance is offered to parents wishing to have their children insured. Brochures are available in the school office. Please make your check payable to the company and return it in the envelope attached to the brochure. The envelope must be signed and dated by the parent

### **East Omak Elementary Library Services and Policies**

Each day, a librarian or assistant is available in the East Omak Elementary Library. Classrooms have scheduled days each week to visit the library for library skills instruction and book checkout. Students are encouraged to check out books and are taught how to take care of the books. We have a large selection and a wide variety of books and are excited to have your student checking out books from our library. However, the library has several policies concerning your child's responsibility in returning his/her books.

If a book is overdue:

- 2 weeks, a printed reminder is given to the student
- 4 weeks, a letter is mailed to the parent/guardian, and the student will not be able to check out another book
- 6 weeks, a reminder notice goes to the student, and a follow-up letter is mailed to the parent/guardian. The child is still not able to check out a book.

As always, we prefer to have books returned to the library because each student deserves the opportunity to enjoy them. However, when one is lost or damaged, it must be paid for so that it can be replaced. Otherwise, it is a monetary loss to the school library and a greater loss to our students.

Please also be aware that there is a \$2.00 fee in addition to the cost of the book to cover library-processing expenses for lost or damaged books.

With our combined efforts, we can make your student's school year a positive and pleasurable experience.

### **Behavior Management Programs: The Eagles' Nest (EN)**

The Eagles' Nest is a teacher/student support program designed to provide behavior management and support for staff and students. The Eagles' Nest helps students solve difficulties they may have on the playground, in the classroom, on the bus, or during any other school time.

Our Student Support Specialist works under the direction of the counselor and Assistant Principal to staff the Eagles' Nest. Working with the Principal, Assistant Principal, and counselor, our SSS helps students find positive ways of working with problems at school, learn ways to cope with stressors, and build good work

habits. Our Student Support Specialist may also work with teachers, parents, the counselor, and administration to help devise consequences or make behavior plans. The staff of the Eagles' Nest works closely with the parents, counselor, administration, teachers, and other school staff to ensure that the students will be safe at school and can work constructively on issues and problems that may arise with other students or staff.

### **STAFF CONSISTENCY and POSITIVE RECOGNITION**

With all discipline, there is a need for staff to be consistent across the school. We also want to follow through with positive reinforcement. We will base much of what we do on our Positive Behavior Supports and Interventions' basic expectations.

#### **PBIS Expectations:**

- Show Respect
- Make Good Decisions
- Solve Problems
- Be Safe

### **Discipline:**

The most important aspect of effective discipline is good home-school communication. Staff at East Elementary School are asked to contact parents early on if a problem exists with a student. We also encourage parents to contact the school when there is a question concerning the discipline procedures used with their child. Many times with a conference, a more effective approach can be worked out together. Our ultimate goal is to help our children become responsible, independent citizens and effective students.

The Omak School District believes that the purpose of any disciplinary action is the improvement of the individual and that academic success and discipline are closely intertwined. We further believe that to be effective, discipline must be administered in such a way that:

1. It maintains personal dignity.
2. It creates learning in the individual.
3. It leads to an increase in self-discipline and personal responsibility.
4. It allows the individual to make choices.
5. Finally, it guarantees a student's "due process" rights.

### **Behavior plans/Contracts:**

Discipline plans/contracts have often been developed for students at Omak Elementary Schools. These plans are frequently reviewed and modified to fit the changing needs of our students. The discipline philosophy of East Elementary can be best summarized by saying that high expectations are maintained for student behavior, and that staff works closely with students to help them develop problem-solving skills and the ability to manage their behavior. Much of that information follows, and individual teachers will share specific classroom expectations with you.

1. The overall goal of the plan is to improve student behavior.
2. A plan gets everyone involved "on the same page" with behavior expectations for the student.
3. A plan holds the individual accountable.

4. A plan creates good communication with the parents, allowing them input and getting them on board with their student's behavior.
5. A plan "formalizes" expectations even though the expectations are nothing more than we would expect from any other student based on normal school rules. It makes expectations more real to the student once they sign it and helps that student understand normal boundaries more clearly.
6. If a parent or student refuses to sign, we will proceed since there will be nothing in any contract that won't follow normal rules.
7. When in place, plans will be followed, step by step, by all staff.

## **DISCIPLINARY ACTION AND DUE PROCESS**

**Due Process** (Very briefly, Due Process refers to the right to be heard in one's own defense and the right to appeal decisions that have been made. It also requires that rules must be written so that a reasonable person can understand them.)

**DISCIPLINE** means all forms of corrective action or punishment other than suspension or expulsion, including but not limited to the following:

1. **Time Out:** The student is assigned to report to lunch detention on any given day.
2. **Exclusion:** The teacher may exclude a student from the classroom if the student is unable or unwilling to maintain appropriate behavior such that the learning environment is compromised. Due process must be followed.

**Short-Term Suspension:** Teachers have the right to remove a student from the classroom and recommend that students be removed from school. The Principal has the right to remove students from the school premises for a period not exceeding ten days and/or to assign students to In-House Suspension.

### **To appeal a Short-Term suspension:**

1. The student is **not** allowed in school during the appeal; if the appeal is denied, the suspension continues. Suspended students are NOT allowed to be at school or school-related activities.
2. The Parent or Guardian has **two** school business days to appeal in writing to the East Omak Elementary Principal or by calling East Omak Elementary at 826-3003.

**Long-Term Suspension:** This means denial of school attendance for any single class or any full schedule of classes for a stated period of time in excess of ten days.

### **To appeal a Long-Term suspension:**

1. The student is allowed in school during the appeal. If the appeal is denied, the suspension continues. Suspended students are NOT allowed to be at school or school-related activities.
2. The Parent or Guardian has **three** school business days to appeal in writing to the East Omak Elementary Principal or by calling East Omak Elementary at 826-3003. The Principal's decision may be appealed further to the District Superintendent.

**Emergency Expulsion:** A student may be removed immediately from a class, subject, or activity by a teacher or administrator provided they have good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school.

**To appeal an Emergency Expulsion:**

1. The student is **not** allowed in school during the appeal. If the appeal is lost, the emergency expulsion continues.
2. The Parent or Guardian has **ten** school business days to appeal in writing to the East Omak Elementary Principal or by calling East Omak Elementary at 826-3003 to set a time for the appeal to be heard. The Principal's decision may be appealed further to the District Superintendent.

**CAMPUS AND CLASSROOM EXPECTATIONS**

At East Omak Elementary, we will conduct ourselves in a courteous, dignified way. We are proud to be Eagles. The general "tone" of a school is seen in the conduct of its students both in the classroom and the halls. Common courtesy is expected at all times. Remember that East Omak Elementary is a drug-free, alcohol-free, and weapons-free zone.

1. **Good safety practices will be followed in all areas of the campus.**
2. **Hall Expectations:**
  1. **We will walk quietly, on the right, while passing through the halls at all times.**
  2. **We will use trash receptacles and help keep the school clean.**
  3. **We will keep our hands, feet, and objects to ourselves.**
3. **Students are expected to respond courteously to East staff members' requests and to identify themselves appropriately when asked.**
4. **Profane language is not allowed (written, verbal, or gestures).**
5. **Personal Possessions:** Students are discouraged from bringing personal possessions or extra money to school unless the teacher or principal requests. Children are requested not to bring toys, electronic toys, or other playthings unless they are especially invited to do so by the teacher. Digital and video cameras are not allowed at school because of the danger of posting students' pictures on various internet sites. (Cameras can be brought for special occasions that the teacher has approved. The cameras must be kept by the teacher.)
6. **Cell phones are allowed at school, but they are to be turned off during school hours and kept in students' backpacks. Cell phones are not to be out or on during ANY part of the school day, including bathroom breaks, recess, lunch, and bus lines. Cell phones that are out during the school**

day will be subject to confiscation by the administration, followed by a parent/guardian phone call. (See student cell phone policy on page 17)

7. **Sunglasses may not be worn in the building.**
8. **Water balloons and squirt guns will NOT be allowed.**
9. **Tobacco (in any form) (possession or use) and drugs (including alcohol) are NOT allowed.**
10. **Students will take care of and not abuse school or personal property.**
11. **Assembly behavior: We will be responsible participants and good listeners and will respect the rights of others as an audience.**
12. **Gang behavior, activity, clothing, or sign will not be tolerated. Students involved in such actions or displays will be removed from school.**
15. **For safety reasons, "flip-flops," high heels, roller skates, roller blades, skateboards, "heelies," etc., may not be worn or used at school.**
16. **Hats and hoodies should not be worn in the building. Dress must follow the dress code and be appropriate for school.**
17. **East Elementary is a GUM-FREE school. All staff will consistently enforce this.**

### **Student Dress:**

Students should be dressed in a neat and clean manner that does not present health or safety problems or disrupt the educational process per Omak Board Policy #3224, 3224P. Dress and appearance must be neat and clean and must not present health or safety problems or disrupt the educational process "materially or substantially" per Omak Board Policy #3224 and #3224P. Reasonable standards of dress and appearance may be established consistent with these rights and responsibilities. Students failing to meet these requirements will be sent home to dress appropriately for school attendance.

- **Shorts that are in good taste, hemmed, and mid-thigh in length (mid-thigh: the fingertips touch the hem of the shorts when standing normally) are allowed.**
- **Shirts or tops that expose the abdomen or tummy or are otherwise excessively revealing will not be allowed. Halter tops, "spaghetti straps," or strapless tops will not be permitted. Lycra or "form-fitting" garments and excessively baggy pants are inappropriate for school and should not be worn at East. Foundation garments, such as bras, must be covered.**
- **High heels, wheeled shoes, and flip-flops may not be worn as they are a safety concern.**
- **Students should wear or bring appropriate shoes (athletic shoes) on P.E. days.**
- **Makeup is more appropriately worn by older students and is not appropriate for students at East Omak Elementary.**

- Wearing of clothing (i.e., coats, hats, shirts, pins, etc.) that "advertise" alcoholic beverages, other drugs, or tobacco products or that have profane or vulgar words, phrases, or pictures will not be allowed. Students violating this section will be required to remove or change their clothing.
- Any clothing accessory that could be considered a weapon or used as a weapon (wallet chains, etc.) or any article of clothing that could easily conceal a weapon (trench coat, cape, or other excessively baggy clothing, etc.) will not be allowed.
- Bandanas of any color are not allowed to be worn or displayed as a "flag."
- During cold weather: Please have your student wear clothes appropriate for the weather, a coat, hat, gloves, and boots. If your student needs a winter coat, gloves, or hat, don't hesitate to contact our Eagle's Nest at 826-8202.
- **Please mark all coats, hats, etc., with your child's name.**

### **STUDENT CELL PHONES:**



Student cell phones need to be OFF and in a backpack or cubby when:

- In classrooms
- In lunchroom
- At recess or on the playground
- When in the bus line
- Hallways
- During testing (including smartwatches)

Student phones CAN be out and in use when:



- On the bus (with the driver's permission)
- Before coming into the school building
- After leaving the school building, *if you are not in the bus line.*

**Recording or taking pictures of other students, staff, or teachers is NOT ALLOWED.**

Violations:

- 1<sup>st</sup> offense, warning, and the device is to be put away and off.
- 2<sup>nd</sup> offense device will be confiscated, and a parent or guardian will need to pick it up from the office.
- 3<sup>rd</sup> offense device will be confiscated, and a parent or guardian will need to pick it up and meet with an administrator.

**Harassment/Intimidation/Bullying(HIB):** Harassment/Intimidation/Bullying happens when anyone

does things to annoy, bother, intimidate, threaten, or anger other persons in any verbal or physical way, whether the actions are directed at the person or their property. The Omak School District and East Omak Elementary are committed to a safe climate for all students and staff, free from **any form of discrimination, harassment, intimidation, or bullying**, including sexual harassment or cyberbullying. Harassment is unwelcome and unwanted verbal or physical actions or comments, including those that are electronically transmitted. It can occur as a single incident or repeatedly. It is uncomfortable, humiliating, or intimidating for those targeted by the behavior. At East Omak Elementary, no form of harassment will be tolerated. Omak School District Policies cover these issues on harassment, 5011 and 5011P, 3205, 3205P, and Harassment/Intimidation/Bullying (HIB), 3207, 3207P.

### **Alcohol, Tobacco, Drug, and Weapon Free Schools:**

All schools in the Omak School District have strict expectations and policies regarding maintaining an alcohol, drug, and weapon-free environment. Alcohol and other drug use prevention curriculum are in place at each grade level. In addition, school counselors, the District's alcohol and other drug use prevention coordinator, and other district personnel work closely with students, teachers, parents, and community agencies to emphasize the risks associated with alcohol and other drug use. Students who bring tobacco or alcohol products to school, or bring drugs to school or come to school under the influence of alcohol or drugs are dealt with very seriously according to Omak School District policy 4215 and procedure 4215P.

### **Weapons:**

**Federal law prohibits students from bringing firearms and other weapons to school. Students who bring firearms or other weapons to school face severe consequences, up to a one-calendar-year mandatory expulsion from school.** Students who threaten bodily harm or death to any student or staff member will be subject to the same discipline as for the weapons. In both cases, parents and Law Enforcement will be notified. Due process and the appeal process are described on page 15. Please refer to district policy 4210 and procedure 4210P.

## **ATTENDANCE**

Regular attendance contributes to a successful school experience. **Parents are required to send a note or call the school office (826-3003 - 7:15 a.m. – 3:45 p.m.) following a student's absence from school.** If you plan to take your child out of school, please contact the school beforehand to make arrangements for work for your child. If your child is absent for more than 2-3 days, you may be contacted by our secretary. She will help you arrange to get work for your child and take care of other needs. **Tardiness can also affect your child's success at school. Please make every effort to have your child arrive at school on time (7:55) each day.**

**Excused Absences** are granted for illness, medical appointments, family emergencies, religious observances, Court attendance as required by law, school-sponsored activities such as field trips, short-term suspensions, and pre-arranged approved absences.

**TARDINESS is also considered unexcused unless they are for the above reasons. Missing the bus or getting up late is not excused, even with a parent/guardian note.**

**Half Day Absences** are absences when a student misses part of a day. A student arriving after 9:30 a.m. is considered absent for a half day a.m. A student leaving before 1:30 p.m. is considered absent for a half day p.m.

**Unexcused Absences** are any absences that do not qualify as excused.

**Truancy:** Truancies are unexcused absences/tardiness that are reportable to the "Becca" Court.



**BECCA Law:** The Omak School District is required to follow the guidelines of the Washington State BECCA LAW. If a student has five or more unexcused absences in a single month, or ten within a school year, or excessive tardiness, the District is legally obligated to refer the student to the Okanogan Juvenile Court System for action. This referral will be made by the school secretary, Counselor or Assistant Principal.

## **TRANSPORTATION/STUDENT DROP OFF & PICK UP**

### **Buses**

School buses are provided to children who live one or more miles from school. **If you want your bus rider to walk, please write a note to the office/teacher.** Please discuss proper behavior at bus stops with your children. Do not send your child to the bus stop more than a few minutes before the arrival of the bus. Children can ride another bus in an emergency situation only with written permission. Bus riding rules will be taught to students by teachers and bus drivers and reviewed throughout the year.

**Repeated bus rule violations are dealt with firmly and can result in the suspension of bus riding privileges.** The Omak School District Bus Riding Rules and Policy follow on this page. Please review them with your child; if you have any questions or concerns, contact staff in the Eagles' Nest.

Buses are generally very full and usually cannot accommodate groups of extra children riding to special events such as club meetings and birthday parties. Please make alternate transportation arrangements for such activities.

When your child's bus number is determined, please write it on the back of this handbook in the space provided. It is important for you to know your child's bus number. Transportation questions can be answered by calling the District's transportation office or BUS GARAGE 826-2240.

#### **School Board Policy 6600**

*The District may provide transportation to and from school for a student.*

#### **School Board Policy 6605P**

*Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus, will be sufficient cause for the Principal to suspend the transportation privilege.*

### **Bus Rules and Expectations:**

1. Be respectful and kind
2. Use an inside voice, do not distract the driver
3. Do not use inappropriate language
4. Do not eat or drink on the bus, Do not leave garbage on the bus
5. You **MAY NOT** take pictures or videos of anyone on the bus
6. Stay in your seat and face forward; no part of your body should be in the aisle
7. Violence/fighting is prohibited
8. Keep hands, head, and feet inside the bus
9. Do not destroy property (This means others' property and school district property)

**The following steps will be taken when your student receives a bus write-up:**

#### **Minor Violations:**

1st incident: 1 recess, problem solve/Re-teach of bus rules and expectations

2nd incident: 2 recesses, problem solve/Re-teach of bus rules and expectations

**The bus driver may assign seating.**

3rd incident: 2-day bus suspension/ call home

4th incident: 5-day bus suspension/ call home

5th incident: 10-day bus suspension/call home

6th incident: Loss of bus privileges for the remainder of the school year.

**Major Violations: (Fighting, violence, vandalism, insubordination, etc.)**

1st incident: 1-week suspension of bus privileges.

2nd incident: 2-week suspension of bus privileges.

3rd incident: Suspension of bus privileges for the remainder of the school year.

**Alternate Transportation Arrangements**

If a child is to ride a different bus or go home with someone else, the school must have a written or e-mailed note from the parent or guardian. This is for the child's protection. If a child is to be picked up during the school day, the adult picking the child up must check in at the office first and sign the student out before leaving the building. Children will not be allowed to wait outside the school building to be picked up since supervision is not provided at that time.

If you need to make transportation changes during the day, these must be done before 2:00 p.m. and can be e-mailed to [Eastbusnotes@omaksd.org](mailto:Eastbusnotes@omaksd.org). We must have changes in writing.

**Parent Transportation of Students**

Parent pick-up and delivery areas are clearly designated at East Elementary. Please observe the signs as posted. Please do not drive in or block bus lanes. Because of supervision, **students should not arrive at school any earlier than 7:30 a.m**

**FOOD SERVICE**

**Meal Program**

The Omak School District Board of directors has voted to provide free meals to all students. A lunch menu will be sent home each month.

**Treats at School**

We ask that all snacks from home be prepackaged and store-bought.

**MISCELLANEOUS INFORMATION**

**Student Records and Parental Rights**

The Family Educational Rights to Privacy Act (FERPA) affords parents certain rights concerning their student's education records. These rights are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

### **Withdrawal from School**

Please notify the school office if you decide to move from the District. Not only does this aid us in record keeping, but it also allows us to give you the information you will need to enroll your child in their next school. If you notify us of your impending move far enough in advance, the teacher can prepare a progress report to help the new teacher ease your child's adjustment to the new school.

### **Voter Registration**

We would like to remind parents, especially parents new to the area, that they may register to vote at the elementary school office.

### **Lost and Found**

A lost and found area is maintained at East Elementary, but the amount of clothing collected often becomes a storage problem. Parents and students should check the school lost and found immediately if anything is lost. Items in lost and found storage will not be kept for an extended period.

### **Visiting**

You are always welcome to assist in classrooms or observe your child's work. Please call the office first to see if your visiting time will be convenient for the teacher. Such visits should not be parent-teacher conferences and should not be for an entire day or for any extended period. Conferences or discussions around student conduct or progress should be held outside the scheduled classroom time. Students cannot bring other children (friends, relatives, etc.) to school to visit. This creates difficulties for the classroom teacher and interferes with the learning process.

All parents or other adults coming to school to take a child out of school or to visit a child at school should check in and out through the office and must wear an East Elementary Visitor's Pass while in the building.

### **Custody**

The school must be informed of special custody situations. Legal documents must be on file in our office, spelling out specific custodial details that may affect schooling, transportation, or other school-relevant details.

## **STUDENT DIRECTORY INFORMATION**

School districts must annually notify parents or eligible students of 1) the release of school district-designated "directory information" and 2) that the parents or eligible students have the right to refuse the disclosure of any or all information on the students that are included in the directory. Such information shall not be released for commercial reasons. This information may include name, address, telephone listing, electronic mail address; date and place of birth, photographs; participation in officially recognized activities and sports; field of study; weight and height of athletes; enrollment status (full-time, part-time,

undergraduate, graduate); degrees and awards received; dates of attendance; most recent previous school attended; and grade level.

*EAST OMAK ELEMENTARY SCHOOL  
715 Omak Avenue  
Omak, Washington 98841  
(509) 826-3003 Fax (509) 826-8231*

**Reference Information**

Your child's teacher for 2022-2023: \_\_\_\_\_

Your child's teacher's phone number: \_\_\_\_\_

Your child's bus number: \_\_\_\_\_

Your child's bus driver's name: \_\_\_\_\_

**Phone Numbers:**

**East Omak Elementary** (3<sup>rd</sup> grade through 5<sup>th</sup> Grade)

Main Number: **826-3003**

Lee Ann Schrock, Principal  
Kim DeHart, Assistant Principal  
Katie Abrahamson, Counselor  
Amanda Dickinson, Building Secretary  
Cathy MacDonald, Attendance Secretary

**Omak School District Central Office:**           **826-0320**

Michael Porter, Superintendent

**Omak School District Transportation Office: 826-2240**  
**(Bus Garage)**

**Other District Phone Numbers:**

Omak Preschool:	826-4908
North Omak Elementary:	826-2380
Omak Middle School:	826-2320
Omak High School:	826-5150
Omak Alternative High School:	826-8504

## **FERPA Notice of Directory Information:**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Omak School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Omak School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Omak School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- School website; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

**Sexual Harassment and Nondiscrimination:** Under state law, information about every school district's sexual harassment policy and complaint procedure must be included in staff and student handbooks, or other publications that set forth the rules, regulations, and standards of conduct for the school or District (WAC 392-190-058). Every school district must also annually inform all students, parents, and employees about its discrimination complaint procedure (WAC 392-190-060). The Equity and Civil Rights Office at the Office of Superintendent of Public Instruction (OSPI) has developed the following sample language that districts can include in student and staff handbooks to meet these requirements. State law also requires each school district to post its sexual harassment policy in each building. Order or print posters for your buildings here: [Posters and Outreach Materials](#).

## **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity. Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the District's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your District's sexual harassment policy and procedure, contact your school or district office.

**COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT** If you believe that you or your child have experienced unlawful discrimination, discriminatory Harassment, or sexual Harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's Principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns. Complaint to the School District:

**Step 1: Write Our Your Complaint** In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory Harassment, or sexual Harassment has taken place, and describe what actions you believe the District should take to resolve the problem. Send your written complaint—by mail, fax, e-mail, or hand delivery—to the district superintendent or civil rights compliance coordinator.

**Step 2: School District Investigates Your Complaint** Once the District receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days— unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the District will notify you in writing to explain why staff need a time extension and the new date for their written response.

**Step 3: School District Responds to Your Complaint** In its written response, the District will include a summary of the results of the investigation, a determination of whether or not the District failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the District into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period. Appeal to the School District: If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the District received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

**Complaint to OSPI:** If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred:

- (1) you have completed the District's complaint and appeal process, or
- (2) the District has not followed the complaint and appeal process correctly. You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI: E-mail: [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | Fax: 360-664-2967 Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200 For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us) . Other Discrimination Complaint Options: Office for Civil Rights, U.S. Department of Education 206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr) Washington State Human Rights Commission 1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

Omak 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 Coordinator** and **Title IX Coordinator**: Brittney Richter, (509) 826-7687, [brichter@omaksd.org](mailto:brichter@omaksd.org) ; and **Section 504 Coordinator**: John Holcomb, (509) 826-8342, [johnholcomb@omaksd.org](mailto:johnholcomb@omaksd.org) , 619 W. Bartlett Ave., Omak, WA 98841.

This organization complies with the Americans with Disabilities Act. Persons who may need some accommodation in the hiring process should contact the Human Resources Office.

Omak School District is a drug and tobacco free workplace.

For more information on Omak School District's Affirmative Action Plan, please visit the "District Information" section located under "our District" on the Omak School District website at [www.omaksd.org](http://www.omaksd.org).

This organization requires a successful applicant to provide employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

## **Relevant School Board Policy**

### **Volunteer Policy**

#### **Omak School District 5630P B**

The voluntary help of citizens should be requested by staff through administrative channels for conducting selected activities and/or to serve as resource persons.

Volunteers shall:

- A. Serve in the capacity of helpers and not be assigned to roles that require specific professional training. Instructional services shall be rendered under the supervision of certificated staff.
- B. Refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal.
- C. Refer to a regular staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature.
- D. Receive such information as: 1. General job responsibilities and limitations; 2. Information about school facilities, routines and procedures; 3. Work schedule and place of work; 4. Expected relationship to the regular staff;
- E. Be provided appropriate training at the building level, if new volunteers, consistent with their tasks and existing district standards. This training shall be developed under the leadership of the Principal in consultation with a district supervisor.
- F. Have assignments and activities carefully defined in writing. Examples of suggested duties for volunteers may include: 1. Bulletin boards; 2. Preparation of materials for art, science, math classes; 3. Clerical duties including typing of dittos, stencils, inventories, putting booklets together, newsletters and related, student lunchroom counts and attendance and class records; 4. Clean up activities; 5. Library and audio visual duties; Omak School District 6. Assistance with physical education exercises; 7. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading and others; 8. Vision and hearing testing and approved medical surveys; 9. School activities supervision; and 10. Playground supervision with a staff member;
- G. Have their services terminated for these and other reasons: 1. Program and/or duties completed, 2. Resignation of the volunteer, 3. Replacement by paid staff member, and 4. Circumstances which in the judgment of the administration may necessitate asking the volunteer to terminate services.





## EAST OMAK ELEMENTARY ACCEPTABLE USE POLICY

Grades 3-5 Including Summer School

***As a part of my schoolwork, my school gives me the use of computers and iPads and storage space on the server for my work. My behavior and language are to follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:***

1. I will use the computers and iPads only to do school work, as explained by my teacher and not for any other reason. I will not use a school computer or iPad for personal or illegal purposes.
- 2.
3. I will use the Internet only in ways the teacher has approved.
4. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
5. I will not put on the computer or iPad my address or telephone number, or any other personal information about myself or anyone else.
6. I will not upload, link, or embed an image of myself or others to non-secured, public sites.
7. I will not use games or other electronic resources that have objectionable content or the engage me in an inappropriate simulated activity.
8. I will be polite and considerate when I use the computer or iPad. I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will not use swear words or any other rude language.
9. I will not use the computer to bully or threaten anyone, including teachers, schoolmates or other children.
10. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion, or sex.
11. I will not damage the computer, iPad, or anyone else's work.
12. I will not break copyright rules or take credit for anyone else's work.
13. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image, I will turn off the monitor and then seek help.
14. I will not block or interfere with school or school system communications.
15. My teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer or iPad.
16. I know that the conduct that is forbidden in school is also forbidden when I use computers and iPads outside of school if it interferes with other students' education, and if I break the rules there will consequences in school.

Print Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents: I have read and discussed with my child the Acceptable Use Agreement, and I give permission for his or her use of the resources. I understand that computer and iPad access is conditional upon adherence to the agreement. Although students are

supervised using computers and iPads, and their use is electronically monitored, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* STUDENTS MAY NOT USE COMPUTERS AND IPADS UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER.

9/16

Board Policy 2022 – Student Form

## SCHOOL/PARENT TRANSPORTATION PLAN

Parents and guardians, if you make any changes to this plan, you must SEND A NOTE at least an hour prior to the end of the school day. Any changes must be in writing according to Omak School District policy. Changes will not be accepted over the phone. This applies to any changes both temporary and long-term. You may update this plan in writing anytime throughout the year.

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Phone Numbers: Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

Emergency Contact Name:

\_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

Medical Concerns for the Bus Driver \_\_\_\_\_

Custody Concerns \_\_\_\_\_

Fill in the chart below with the information you provided using either Location 1 or 2 or Home, Daycare, etc.

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off Location					

A school bus system is a service offered by the Omak School District for its children. Riding is a privilege, not a right, and school officials can remove a student from the bus for misbehavior and unsafe behavior. Please remind your child to sit quietly on the bus and always follow the bus driver's directions. Children are picked up and delivered to locations near to their homes/ neighborhoods.

If your child will be picked up after school, please indicate who is authorized to pick them up. If anyone other than those indicated will be picking your child up from school, please provide a note to the office.

Name \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

(Relationship (circle one): Parent/Guardian Relative Friend Daycare Other

Name \_\_\_\_\_ Home(\_\_\_\_)\_\_\_\_\_ Cell: (\_\_\_\_)\_\_\_\_\_ Work: (\_\_\_\_)\_\_\_\_\_

(Relationship (circle one): Parent/GuardianRelativeFriend Daycare Other

Name \_\_\_\_\_ Home:(\_\_\_\_)\_\_\_\_\_ Cell: (\_\_\_\_)\_\_\_\_\_ Work: (\_\_\_\_)\_\_\_\_\_

(Relationship (circle one): Parent/Guardian Relative Friend Daycare Other

Notes can be sent in with the child, faxed to 509-826-8231 or e-mailed to  
eastbusnotes@omaksd.org.