

North Omak Elementary

Parent/Student Handbook

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District Mission Statement
Creating a Future for Every child

District Vision
Success Through Aligned, Meaningful, and Intentional Programs

North School Mission Statement
North is a place for all student to reach their full potential

North School Vision Statement

We empower students by:

Fostering a safe environment

Building Community

Implementing research-based practice through collaboration

Setting high standards and expectations with a common purpose

NORTH STARS: MAKE GOOD DECISIONS

SOLVE PROBLEMS

SHOW RESPECT

Please call us with your concerns, questions and/or suggestions:

Principal, Star Stone	826-8150
Early Childhood Director, Chris Miller	826-8373
Special Education Director, John Holcomb	826-8342
Counselor, Brenda Worden	826-8140
School Psychologist: Shelby Bohrman	826-2380
Migrant/Bilingual Specialist, Constanza Smith	826-8145
JOM/Title VII Advisor, CeCe Mullin	826-8158
LAP Instructor, Tonni Payne	826-8124
Secretary, Nancy Erickson	826-2380
Secretary, Pam Short	826-4908
ECEAP Secretary, Shari Marcial	826-8139
Family Services, Claudia Galvan	826-8147
Family Services, Gwen Monahan	826-8149

Introduction

Welcome to North Omak Elementary, home of the "**NORTH STARS**" (*Super, Terrific, Achieving, Responsible, Students*). North Stars show respect for learning, others, self, property, and the building. The school, completed in 1989, is an up-to-date facility designed to meet the physical needs of young children and to take advantage of modern technology. We are proud of our school and the quality education we offer our children.

The purpose of our handbook

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

North Omak Elementary School is an early childhood facility that serves children in kindergarten, first, and second grades. In addition, children from birth through five years old who qualify as developmentally delayed may be enrolled in an Early Childhood Special Education Program. A staff of teachers, instructional assistants, and specialists provide activities for students in order to meet three major goals:

- 1) *promote academic excellence,*
- 2) *allow each student to meet his or her potential, and*
- 3) *prepare students to participate in a democratic society.*

In order to realize these goals, a number of support services are provided for children, parents, and staff. These will be explained later in this handbook. Parents are encouraged to volunteer in classrooms, to serve as resource persons whenever possible, and to serve on the Parent Advisory Committee to help achieve the school's goals.

Since we strongly 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. Assessments of student achievement are given often 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 in which capacity you could help. In addition, a survey will be sent home to allow parents an opportunity to select an area in which they wish to volunteer.

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 any suggestions or concerns parents may have. It is especially important that parents communicate with the school during any time of unusual stress at home. Home situations normally affect school work and behavior. We will be better able to deal appropriately with your child if you take time to let us know.

Please be sure to send excuses to the school whenever your child is late or absent. All absences and tardies must be excused by the parent or guardian.

We encourage your input in the educational process. Please call Star Stone, principal, Chris Miller, Assistant Principal, or Brenda Worden, school counselor, should you have questions or concerns. We will be happy to schedule a conference with you.

How We Communicate

1. Our district website with links to North school and classrooms www.omakisd.org
2. Periodic, monthly or bimonthly, School Newsletters
3. Classroom Newsletters
4. Articles in the local newspaper.
5. Facebook <https://www.facebook.com/OmakSchools>
6. Twitter <https://twitter.com/OmakSchools>
7. Remind: text @nomakel to 81010
8. Email
9. Parent Conferences in November and March
10. Report Cards in November, March and June.
11. Teacher phone calls and notes.
12. North Star Room notifications and phone calls.
13. Invitations and Special notices to our Math and Reading nights.
14. Parent Advisory Team meetings that meet when members can be available.
15. Migrant/ELL/ESL meetings
16. Principal's open door and open phone accessibility.
17. Well informed and receptive office staff positioned to help you in any way they can.

What Students and Parents Need to Know

School Day Schedule

School At North Omak Elementary begins at 8:10 AM and ends at 2:40 PM.

AM Preschool begins at 8:10 AM and ends at 10:40 AM.

PM Preschool begins at 12:10 PM and ends at 2:40 PM.

Children may arrive at 7:45 AM and **no earlier** as supervision is not available until 7:45 AM.

PM preschool may arrive at 11:45 AM. Children who arrive late or leave early disrupt the classroom environment and learning. Please help us in honoring the educational process.

Professional Development Mondays

On Mondays, school dismisses at 1:40, an hour earlier than the other days. This hour provides staff with the time needed to prepare for the Washington State Evaluation process, the Washington State Standards, and to work collaboratively to provide a high quality and consistent learning program for Omak students.

Early Release Days.

School dismissal on early release days is at 12:25 PM.

If AM Preschool attends that day they will go home at their normal time of 11:00 AM.

If PM Preschool attends that day they will go home at 11:00 AM.

Transportation

School Buses are meant for transportation to school and to our neighborhoods. Arrangements may be made to have a child delivered to daycare or to a relative's neighborhood. Arrangements must be made in writing if the child is not going to their home and the address of the daycare provider or the relative's home must be on file in the school office. (A form is available in the school office for

this purpose.) It is best if parents and their children know their bus number and driver's name.

Transportation to birthday parties, clubs, lessons, or other special events is not permitted and parents must make other arrangements to transport their children on those days.

Only in grave emergencies are phone calls accepted to change buses or destinations. Omak school board policy is very clear in this matter: **ALL BUS CHANGES MUST BE IN WRITING. (EMAIL IS CONSIDERED A WRITTEN NOTICE BUT MUST BE SENT BEFORE 2:00 P.M. ON THE DAY OF THE CHANGE) pshort@omaksd.org.**

Student Conduct on Buses.

Students are to follow all bus rules and procedures. We encourage courteous and safe bus conduct. If your child receives a bus conduct report from a bus driver, it means that there has been a problem on the bus. A referral will be made to the North Star Room and a parent contact will be made.

Student After School Drop Off

If no one is home to receive a child from the bus, then the child will be returned to North school. Parents must pick their child up by 4:00. If no one can be reached, police and children's services may be contacted.

Parent Transportation of Students.

The morning delivery area is designated as the front of the building. Please do not block bus lanes or park along the sidewalk, use the designated parking unless dropping off your child will take less than one minute.

Parents picking up their children after school must park in one of the parking spaces provided and come into the school to sign their child out. This procedure applies to parents picking up their children during the day for appointments, as well. Students must be picked up by 2:45 PM. Pick up is in the foyer only, please do not go to classrooms or stand in the hallways, this causes bottlenecks and creates a safety hazard. Thank You.

Sign in and Checkout Procedures

All parents or other adults coming to school to take a child out of school must check in and sign the child out through the office; this includes children who are picked up at the end of the day.

Dress Code and Lost Clothing

1. **Label! Label! Label!** all coats, sweatshirts, sweaters, boots, etc. with your child's full name! It will save time and money! And because children often lose identical clothing items it saves on disputes.
2. **NO** flip flops, sandals, or open toed footwear, this is a safety issue. **Tennis shoes are the best daily wear.**

Hats are not worn inside the building

3. **NO** Tank tops or spaghetti straps, please. Shirts should hang below the waist and have sleeves. If you dress your child for a very active outdoor recess they should be good to go inside.
4. Dress your child for the weather and changes in the weather. Be ready for fire drills, recess, etc. Snow boots are fine during snowy weather with tennis shoes stored in backpacks.
5. The North Star room has a **lost and found** for lost clothing. Labeled articles will be returned quickly. Other clothing will be kept to the end of each trimester and then donated to local agencies.

Bringing Items to School - Toys, Electronics, etc.

A good rule of thumb to follow is that if it is too valuable to lose or break, do not bring it to school.

All electronic toys and such must remain in a child's backpack during the school day and never taken out unless requested by the teacher. Sports equipment is allowed for recess only, but even then, they are used at the child's own risk. North school is not responsible for loss or damage to these items. Recess equipment must be kept in a child's cubby or backpack

during academic times. If you do send an item, label it with your child's name.

Alcohol, Drug and Weapon Free Schools

Students who bring tobacco or alcohol products to school, bring drugs to school, or come to school under the influence of alcohol or drugs are dealt with very seriously. **State law and district policy prohibit students from bringing firearms and other weapons to school. Students who bring firearms or other weapons to school face severe consequences, including a mandatory one year expulsion from school for bringing a firearm to school.** It is advisable to check your child's backpack often. You might be surprised by the items that arrive at school in children's backpacks.

Bullying, Harassment, Teasing, and Making Fun of another student.

North Omak Elementary staff does its best to make the school a place where children feel safe and where inappropriate behaviors are dealt with quickly and decisively. Even though there are legal distinctions between the behaviors listed in the title they all feel the same to the student. We want the children at North to be in a happy, friendly place.

Children can often help curtail these behaviors in other children by using phrases like: "Knock it Off! I am telling an adult." "You're not being nice, I am leaving and playing with someone else." or just walking away from the student being difficult. Teach your child to tell an adult when he/she is bothered by another child.

By teaching your child some anti-bullying strategies he/she will learn to cope with unkind children and unkind children will learn that kindness counts! Please contact the school if you have any concerns about these issues.

Deliveries

In order to minimize classroom interruptions, Please leave things for your child with the office staff and they will get it to your child. Young children are easily distracted especially by things outside their routine and teachers do not want to appear rude when parents suddenly appear, so parent interruptions often disrupt or even stop the flow of a lesson. If something needs to be delivered to your child, please let us take care of it.

Classroom Visitations/Volunteering

Parents/Guardians whom are willing to come in and volunteer are required to follow all district protocols and procedures. For more information, you can contact the office at (509)-826-2380.

Visiting relatives and friends

Students are not allowed to bring other children (friends, relatives, etc.) to school to visit. There are legal, insurance, and academic issues which prohibit non-enrolled students to be in the school during the school day.

Withdrawal From School

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

Parent Input into Classroom Placement

Classrooms that are balanced, represent our diversity, and have a healthy mixture of children is our aim. Please trust our school processes to place your child in the next grade level.

If you believe your child needs a certain type of teacher, or do not want your child in the same classroom as another child or had a teacher previously that was either a positive or negative experience you may write that in a letter to me and I will make some determinations regarding placement. **Letters must be received by May 15, to be considered.** Parents, if you are retaining a child in a grade level, you have input into that decision. If you have any questions, please feel free to contact Ms. Stone in person or by email.

May Kindergarten Registration

Each spring, the month of May is set aside for new kindergarten students to register. Parents must bring a birth certificate and immunization record and complete registration papers. There is no screening process, so the child does not need to be present for this registration process. Parent requests for kindergarten teachers are accepted during spring registration, but not during August and September registration.

Guidelines for Home Study (Homework)

Home study is a direct extension of a planned curriculum. The purpose of home study maybe to aid in developing independent study habits, to gain mastery of materials or skills, or to complete daily activities or assignments.

The single most important type of home study you can do with your child to help prepare ¹ for success at school is to work on reading and writing. It is extremely important that primary children practice reading and writing every day. We know that children who are read to and who practice reading and writing regularly at home are more likely to be successful at school than those who do not have that benefit.

Internet Use Policy

Teachers use technology as a tool in classrooms and the computer lab for a variety of purposes including practicing skills in reading and math and doing research on the internet. Students are expected to use technology resources responsibly. Students using the internet inappropriately may lose their computer/technology privileges. Students who do not follow teacher instructions, or are off task, or go to websites other than those allowed by the teacher may also lose their computer privileges.

Publication of Student Videos, Photos, Artwork, or Writing in the Media

Often students are in programs or events that are photographed or videoed and broadcast in the media. Although the media is usually local there are possibilities that larger affiliates will pick up an interesting story and it can go national or be place on the internet. Students also create and write poems or stories that are published. If you do not wish your child to be photographed or published in the public, there is a form parents must fill out and keep on file in the office. See the office staff for this form.

Helping Us to Help You and Your Child

Child Independence and Autonomy

Irma Bambeck, the late humorist, said: "It is a parent's job to give their children roots and wings." Coming to school is a part of growing wings. We will support you as you provide their roots and we ask you to support us as they learn to stretch their wings.

It is not unusual for young children and young parents to have some anxiety about being separated. In fact, it is normal. It is a developmental step for all children.

North School has a great staff and we care deeply for the students. Trust us to help them through this time to help the children develop the autonomy and independence they need to have. This is a time for children to learn that they are individual members of a social community that extends beyond the nuclear family. This independence is essential for them to become fully functioning human persons.

Child Language and Understanding

At this age children can be very literal. If an adult says, "it is raining cats and dogs," children will go outside and look for tails and fur. Many children believe that the movies they see on TV are real and that animals can talk. Adults, however, often speak in metaphors and use language that children often misinterpret. It is a good rule of thumb that if your child comes home and reports that the teacher said something bizarre or odd, to take that comment with a grain of salt and check with the teacher to see what really was said or what really happened. Some of the greatest laughs between teachers and parents come in discussing the way children see the world.

Children watch everything, listen to everything, and then try to make sense out of it all. Often times, they come up with some pretty insightful ideas that make perfect sense to them, but have no relationship to the actual world around them. Good communication between you and your child's teacher will minimize misunderstandings and keep you all smiling.

A very wise kindergarten teacher once told my parents, "I will believe half of what I hear from home, if you will believe half of what you hear from school."

NORTH STARS COME TO SCHOOL
EVERY DAY AND ON TIME!

North Omak Elementary School Attendance Expectations

(In accordance with Washington State Law RCW 28A.225.010 and Omak School Board Policy 3122)

Daily attendance in school is a leading indicator of school success therefore; all North students are expected to come on time to school each day. Research tells us that this is a great success indicator. Children with poor attendance in school tend to have fewer friendships, lower achievement, and less success in all areas of school.

An "absence" is defined as a day when a child misses either a whole or a half day of school. A half day absence is recorded when a child misses an hour or more of class time in the morning or afternoon of a given day.

For **every** absence or tardy a parent/guardian **must** send a note, email, or call the office to explain the absence within three days of the child's return to school. Phone 826-2380

Email: pshort@om_aksd.org

Only the following excuses will qualify for an excused absence:

Illness, injury, medical or dental appointments, cultural/religious observances, family emergency, school suspensions, school-related activities, or others pre-approved by the principal.

The following must be approved by the principal in order to be counted as excused: travel, legal matters, vacations. When in doubt, it is best to call us and we can help you sort it out.

State Law says that as of the 2017-18 School Year any child that misses 10 or more days of school must meet with the principal, the attendance secretary, or school counselor to discuss the child's absenteeism. By state definition 10 absences in a school year is considered excessive.

Children with chronic absenteeism will be referred to Juvenile court for adjudication. Washington State and the Colville Confederated Tribes place a very strong value on good attendance.

Parents whose children are chronically late or are often taken out of school earlier than 2:40 will be asked to meet with the principal to explain this type of absenteeism. Late arrivals and early dismissals disrupt the learning in the classroom for all the children. Please honor school times.

Please note: If a child misses twenty consecutive days of school, the child will be withdrawn from school. If the school does not receive a request for records within 10 days from another school after the child has been withdrawn, a Becca petition will be filed.

Food Service and Treats

Meal Program

All meals for students at North Omak Elementary School are free. Once a year, a short form will be given to all parents to check whether a family is above or below a certain income level. All parents must return this form in order for our children to have this advantage.

Snacks at School- PLEASE AVOID PEANUT AND NUT-BASED TREATS. We have severely allergic kids.

Periodically parents are asked to provide treats at school. On such occasions nutritional snacks are strongly encouraged instead of those high in sugar content. These may include fruit, crackers, cheese, granola, fresh vegetables, etc. Kindergarten teachers will publish a schedule for parent participation in their daily snack program. All snacks will need to be prepackaged from the store and sealed to be shared with the classmates.

School Rules

Recess

1. Play Safely
2. No Fighting or pretend fighting.
3. Follow playground equipment rules.

Hallways

1. Respect wall hangings and student work. Look with your eyes but do not touch.
2. Use your quiet wave and quiet body.
3. Use your walking feet and keep a safe space from others. No running, please.

Lunch Room

1. Use a 3 inch voice. (whisper)
2. Hold your tray with two hands.
3. Walk carefully keeping a safe space from others.
4. Use tongs at the salad bar and obey the lunch room rules.
5. Be respectful of P.E. and Lunchroom property.

Assemblies

1. Sit criss-cross applesauce
2. Keep hands and feet to yourself.
3. Be a good audience:
 - By focusing eyes and ears on the presenter. Look and Listen!
 - Raise your hand to ask a question if permitted. Do not tell -ask.
 - Clap when it is appropriate and when the presenter is finished.
 - Wait for your teacher's signal before standing.

Classroom rules

1. Follow your teacher's rules.
2. Be respectful of the teacher and other students.
3. Solve problems as best you can, ask for help only if you need it.
4. Make good choices.
5. Tell the teacher about unsafe situations.

Bus Rules

1. Do what the driver or helper tells you to do.
2. Hands and heads stay inside the bus at all times.
3. Do not move around the bus.
4. Keep your hands and feet to yourself. No part of your body should be in the aisle.
5. If someone is bothering you, tell the bus driver.
6. Use a quiet voice when speaking to others.
7. If the driver assigns you a seat, stay in it until you get to school or home.

Behavior Management Program

The North Star Room/ Student Services

Although most people associate the North Star room with behavior and discipline, the North Star Room is a multiple purpose room. It is a place where children can go during lunch time when they need to finish the homework they did not do at home. It is the place where children who need medications receive them. It is the place that teachers send children when they need to be checked for fevers, rashes, bug bites, scrapes and cuts, head lice, or other first aid issues. Sometimes, a student just needs a change of scene or an alternative place to do their work and the North Star room serves that purpose, as well.

The North Star room is also where we keep our lost and found items and we store extra clothing items in case children need them. During the winter we try to stock extra hats and gloves for children who forget theirs at home.

North Star room coordinators are Jessica Olsen and Angela Fleming. They wear many hats. They may call home to discuss your child's behavior, health concerns, a bus situation or has found critters in their hair. They have many years of serving young children and can be very helpful to you as a resource.

The North Omak Elementary Behavior and Discipline Matrix follows on the next few pages. This matrix was developed in conjunction with North Omak Elementary staff and serves as a guideline to help us ensure that we are consistent and fair in our practice and policies regarding student behavior. It is a helpful guide for parents, teachers, the North Star room, and administration.

It is important to note that there is a built-in flexibility in the matrix that allows us to consider the individual child's needs and personality when making decisions about behavior and consequences. Kindergartners, first and second graders are all at different developmental levels and are treated appropriately to their age.

It is also important to note that most behavior and discipline is handled by the classroom teacher within the classroom or the playground supervisors. Teachers are consistent with their rules and procedures in their classrooms and students are very good at following those directions and procedures. The Matrix is a second layer above the classroom that supports the school and home behavioral expectations.

Above all, discipline is an educational tool that allows a child to learn and grow into a contributing member of society.

<u>INFRACTION</u>	<u>CODE</u>	<u>DEFINITION</u>	<u>1st OFFENSE</u>	<u>2nd OFFENSE</u>	<u>3rd OFFENSE</u>	<u>4th OFFENSE</u>	<u>5th Offense</u>
CONSIDERATION AND RESPECT							
Disrespect to anyone	SR DIS	Lack of respect, discourtesy, or rudeness.	Miss a recess, Reteach and problem solve.	Miss 2 recesses, reteach and problem solve, write a plan. Note home.	Miss 3 recesses, reteach and problem solve, revisit the plan. Phone call home.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Noncompliance to Staff	SR RTC	Failure to act as instructed by any staff member.	Parent notification. Miss 1 recess.	Parent notification. NSR Behavior contract.	Parent notification and conference. NSR Behavior contract.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Disruption	SR DSR	Any behavior or action that prevents the normal and usual operation of the school or classroom.	Miss 1 recess, Reteach and problem solve.	Miss 2 recesses, reteach and problem solve, write a plan. Note home.	Miss 3 recesses, reteach and problem solve, revisit the plan. Phone call home.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Misconduct at Assemblies, Athletic Contests, and other school functions.	SR AAV	Any inappropriate or disruptive behavior, use of profanity, throwing objects, spitting, biting, or any infraction above.	Miss 1 recess, Reteach and problem solve.	Miss 2 recesses, reteach and problem solve, write a plan. Note home.	Miss 3 recesses, reteach and problem solve, revisit the plan. Phone call home.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
INTEGRITY AND PERSONAL RESPONSIBILITY						Parent Conference and a	To be decided at 4th
Dishonesty	SR DIH	Lying, denial, refusal to answer an appropriate staff question	Miss 1 recess, Reteach and problem solve	Miss 2 recesses, reteach and problem solve, write a plan. Note home.	Miss 3 recesses, reteach and problem solve, revisit the plan. Phone call home.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Theft	MGD TFT	Taking or being in possession of school or other's property w/o owner's permission.	Parent notification. Compensation. Missed recesses or Behavior contract based on severity. Possible police notification.	Parent conference. Short term Behavior contract. Compensation. Notify police if significant value.	Parent notification. Long-term Behavior contract. Compensation. Police notification if warranted.	Parent Conference and a personalized plan	To be decided at 4th offense conference.

Forgery/ Misrepresentation	MGD FOR	Impersonating parent on phone or signing for a parent, teacher, counselor, medical personnel, etc.	Parent notification.	Parent notification. Miss 1 recess.	Parent Notification. 2 missed recesses.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Cheating	MGD CHE	The conscious effort to improve grades by using notes, copying from another student's paper or providing papers for an other student to copy.	Miss 1 recess, reteach and problem solve.	Miss 2 recesses, reteach and problem solve, write a plan. Note home.	Miss 3 recesses, reteach and problem solve, revisit the plan. Phone call home.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
BEING KIND WITH WORDS, BODY LANGUAGE AND GESTURES						Parent Conference and a	To be decided at 4th
Sexual/Racial Harassment	SR SH/RAC	Derogatory comments/gestures directed towards others.	Parent notification. Notify counselor. Miss 1 recess.	Parent notification. Notify Counselor. 1 day in-house Behavior contract.	Parent conference. Short-term Behavior contract. Counseling. Create an educational plan.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Other forms of Harassment, Intimidation, Bullying	SR INA	Taunting, teasing, insulting, belittling, berating, deriding, gossiping, name calling, unkindness.	Miss 1 recess, Reteach and problem solve.	Miss 2 recesses, reteach and problem solve, write a plan. Note home.	Miss 3 recesses, reteach and problem solve, revisit the plan. Phone call home.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Intimidation	SR HIB	Threats of physical abuse, harassment or altercations toward students or staff.	Parent notification. 1-5 days NSR Behavior contract.	Parent notification. Counselor notification. Short term Behavior contract. Possible police notification.	Parent conference. Long-term Behavior contract. Refer to counselor. Possible police notification.	Parent Conference and a personalized plan	To be decided at 4th offense conference.

Verbal threats of physical violence to a staff member or student including gestures of physical violence	SR INA	Threats of physical abuse, physical harassment or altercations toward students or staff.	Miss 2 recesses, reteach and problem solve, write a plan. Note home.	Miss 3 recesses, reteach and problem solve, revisit the plan. Phone call home.	1 day in-house Behavior contract in the NSR. Parent conference.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Immoral/Vulgar or Lewd Conduct	MGD PRO	Public displays of inappropriate sexual behavior or repulsive behavior.	Parent notification. Miss 1 recess.	Parent notification. Miss 2 recesses.	Parent notification. Miss 5 recesses.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Inappropriate Attire	MGD INA	Clothing that conveys messages of drugs, alcohol, violence, or gang affiliation.	Parent notification. Change of attire.	Parent notification. 1 recess missed. Change attire.	Parent Notification. 2 missed recesses. Change attire.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
BEING KIND PHYSICALLY						Parent Conference and a	To be decided at 4th
Shoving, Pushing, Tripping	SR UC	Shoving, pushing, tripping	Miss 1 recess, reteach and problem solve.	Miss 2 recesses, reteach and problem solve, write a plan. Note home.	Miss 3 recesses, reteach and problem solve, revisit the plan. Phone call home.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Rough Housing	MGD UC	Fighting, wrestling, etc. without intent to harm or in anger.	Miss 1 recess, reteach and problem solve.	Miss 2 recesses, reteach and problem solve, write a plan. Note home.	Miss 3 recesses, reteach and problem solve, revisit the plan. Phone call home.	Parent Conference and a personalized plan	To be decided at 4th offense conference.

Fighting, assault kicking, wrestling, or fighting with a student or staff member with intent to harm or in anger.	MGD FGT	Acts of physical abuse, physical harassment, or altercations toward students or staff.	Miss 3 recesses, reteach and problem solve, revisit the plan. Phone call home.	1 day in-house Behavior contract in the NSR. Parent conference.	1 Day Behavior contract from school. Plan for improvement.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Throwing items pinecones/rocks/ snow/ sticks/ other objects, etc at or near a person.	MGD THR	Throwing is defined as attempting to hit or scare a person with a thrown object.	Miss 2 recesses, reteach and problem solve, write a plan. Note home. Make restitution.	Miss 3 recesses, reteach and problem solve, revisit the plan. Phone call home. Make restitution.	1 day in-house Behavior contract in the NSR. Parent conference. Make restitution.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
RESPECT FOR PROPERTY						Parent Conference and a	To be decided at 4th
Misuse of school equipment, furniture, or facilities.	MGD INA	Inappropriate use of computers, equipment, or facilities.	Loss of computer/ equipment privileges for a week. Length of time to be determined by infraction.	Loss of computer / equipment privileges for a month	Parent notification and conference. Loss of privileges for two months.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Serious property damage, vandalism, and littering 1.	SR VAN	Destruction or defacing school or personal property. Leaving trash on school grounds and anywhere in the school including the cafeteria.	Damage: \$1-\$100 Parent Notification. Compensation. 1 missed recess.	Damage: \$101-\$250 Parent notification. Compensation. 3 days NSR Behavior contract.. Possible police notification.	Damage: \$251-\$500 Parent Notification. Compensation. 5 days NSR Behavior contract. Possible police notification.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Minor vandalism 2	SR VAN <\$20	Destruction or defacing school or personal property. Littering is included.	Miss 1 recesses, reteach and problem solve, write a plan. Note home. Make restitution.	Miss 2 recesses, reteach and problem solve, revisit the plan. Phone call home. Make restitution.	1 day in-house Behavior contract in the NSR. Parent conference. Make restitution.	Parent Conference and a personalized plan	To be decided at 4th offense conference.

Misuse of CD Players, MP3s, cell phones, and electronic devices during the school day.	MGD NFR	Possession of CD Players, cellular phones and similar devices on campus by students.	Parent notification. Confiscation. Device returned at end of school day or to the parent at teacher discretion.	Parent notification. Miss 1 recess. Confiscation. Device returned at end of school day or to the parent at teacher discretion.	Parent notification and conference. Miss 2 recesses. Confiscation. Device returned to parent.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
STATUTORY VIOLATIONS						Parent Conference and a	To be decided at 4th
Use of tobacco and related products.	MGD TOB	Includes possession of or using tobacco products on school grounds or at school activities.	Parent notification. Tobacco education lesson on health dangers.	Short- term Behavior contract - 3 days. Parent Conference for readmittance. Tobacco cessation program recommended.	Medium- term Behavior contract - 5 days. Tobacco cessation program recommended.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Truancy 1	MGD TRU	Absent w/o parent knowledge.	Parent notification. Miss 1 recess.	Parent notification. 1 day NSR detention. Notify counselor.	Parent notification and conference. 3-5 day Behavior contract.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Truancy 2	MGD TRU	Leaving campus w/o permission or running away from campus.	Parent notification. Immediate call to the police to protect the child's safety. Parent conference.	Parent notification and conference.	Short- term Behavior contract. Parent conference for readmittance.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Possession or use of illegal, prescription, or inappropriate drugs or alcohol.	MGD ZD ALC	Includes showing evidence of being under the influence. Also includes the possession of drugs and/or paraphernalia.	Immediate referral to Child protective services/school nurse and counselor. All other actions contingent upon CPS directives.	At this age children under the influence must be referred to CPS immediately. CPS may require medical or law enforcement intervention.		Parent Conference and a personalized plan	To be decided at 4th offense conference.

Sale of illegal drugs or some over the counter drugs. (psychoactives).	MGD ZD1	Conducting sales or transfers of controlled substances on school property or at school functions.	Immediate referral to Child Protective services/school nurse and counselor. All other actions contingent upon CPS directives.	SEE NOTE ABOVE.		Parent Conference and a personalized plan	To be decided at 4th offense conference.
Use of over the counter drugs.	MGD ZD2	Over the counter drugs will include any drug that alter ones thinking or behavior, or motor impairment.	Parent notification. Parent conference. Counselor referral.	SEE NOTE ABOVE. Short-term Behavior contract. Parent conference for readmittance.	Parent and police notification. Expulsion for remainder of school year	Parent Conference and a personalized plan	To be decided at 4th offense conference.
Possession of a dangerous weapon.	MGD ZW	Possession (on person, backpack, clothing or property of student), of weapon. Weapon includes razor blade, knife, or firearm.	Parent notification. Expulsion if item is used in a threatening manner.. Notify the police if warranted. Parent conference as soon as possible.	Bringing a weapon to school and using it in a threatening manner will result in emergency expulsion of the student. A parent conference and behavior contract will be implemented.	*Principal's Note: Small children sometimes bring odd or inappropriate items to school. The Principal will determine whether a danger exists and actions will follow as called for.	Parent Conference and a personalized plan	To be decided at 4th offense conference.
KEY MGD = Make Good Decisions SR = Show Respect			After 3 incidents of any kind a referral will be made to the principal and/or counselor.	Parent conference. Short term Behavior contract. Compensation. Notify police if significant value.	A Behavior contract can be deemed necessary at the discretion of the principal.		

COVID-19 Screening and Flowchart

Contact the school for more information regarding COVID policies and procedures.

What to do if a Person is Symptomatic



This flowchart is for K-12 schools, child care, and connected extracurricular activities.

If a person has one or more of these symptoms:

- Fever ($\geq 100.4^{\circ}\text{F}$) or chills
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Cough (new, changed, or worsening)
- Nausea, vomiting, or diarrhea
- Fatigue
- Sore throat
- Congestion or runny nose*



Isolate at home and test for Covid-19

If the symptoms are not consistent with a diagnosed chronic illness
OR they do not receive an alternative named diagnosis from a health care provider
OR they do not get tested

They test **POSITIVE** for COVID-19

They test **NEGATIVE** for COVID-19

Isolate at home

They can return to school, child care, and activities after five days have passed since symptoms first appeared if:

1. No fever within the past 24 hours (without medication) **AND**
2. Symptoms have significantly improved

Additionally, individuals should wear a mask when around others days 6–10.**

Return to school, child care, and activities if:

1. No fever within the past 24 hours (without medication)

AND

2. Symptoms have significantly improved

If symptoms persist, retest every 24–48 hours through at least five days after symptoms started.

Child care providers should review their WAC and licensing requirements and follow any additional measures that are required.

* If the child is under the age of two and ONLY has congestion/runny nose with no other symptoms, testing and isolation is not required. If the child's symptoms worsen or persist longer than five days, follow the flowchart for children over two and it is highly recommended to contact a healthcare provider.

** If you cannot wear a well-fitting mask: You should complete a full 10-day isolation at home. See the [K-12/child care guidance](#) for additional information.

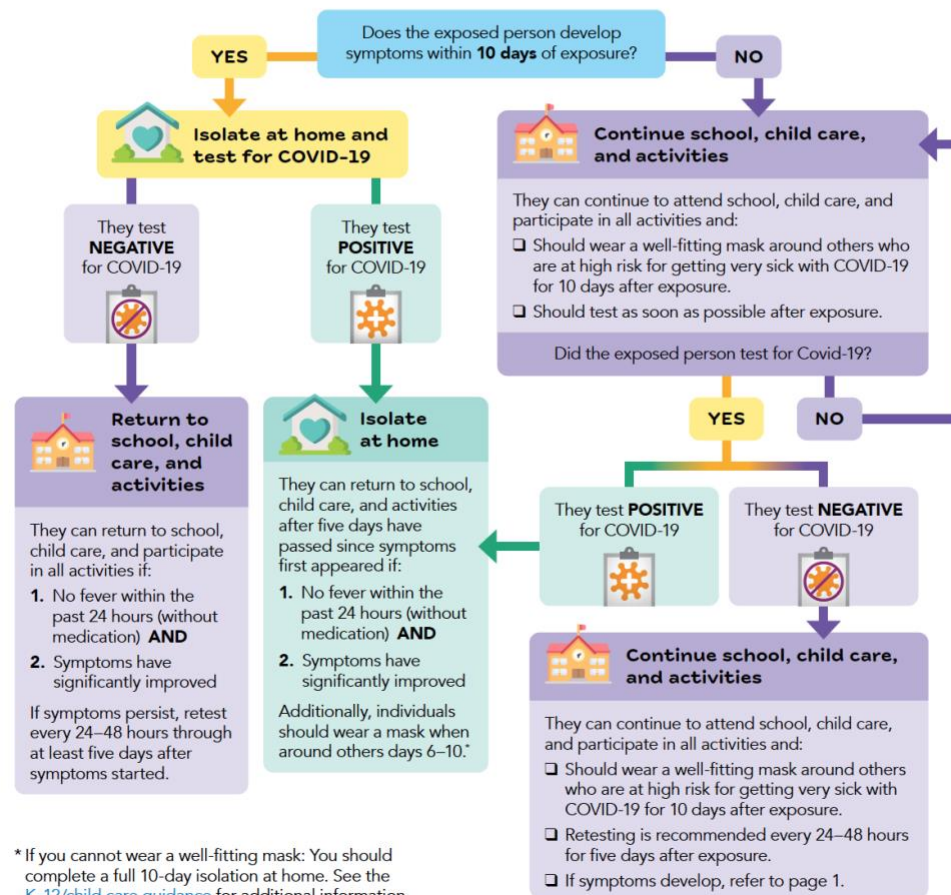
What to do if you receive an exposure notification or think you have been exposed to COVID-19



This flowchart is for K-12 schools, child care, and connected extracurricular activities.

Regardless of vaccination status, use the following guidelines:

- Continue to attend school, child care, and activities.
- Monitor for symptoms for 10 days after exposure.
- Should test as soon as possible after exposure.
- Should wear a well-fitting mask for 10 days after exposure.



* If you cannot wear a well-fitting mask: You should complete a full 10-day isolation at home. See the [K-12/child care guidance](#) for additional information.

Communicable Diseases and Health Policy

It is our policy to have children sent home who become ill at school or show symptoms of illness. This is done for the protection of both your child and classmates. Children who have a communicable disease should remain at home until there is proof that it is no longer contagious. Your physician will be glad to answer any questions concerning these illnesses. If your child is absent because of one of these diseases, please notify the school office.

In addition, we work very closely with the health department to contain any communicable diseases.

The minimum time out of school is listed for the following communicable diseases:

Chicken Pox - 7 days from appearance of eruption and until all vesicles have been encrusted.

Mumps - 7 days and until swelling is gone.

Red Measles - 7 days after appearance of rash. (hard measles)

German Measles - 3 days after appearance of rash.

Impetigo - Until lesions have healed or your doctor sends a note that the child may return to school.

Pink Eye - As long as redness persists or until child receives medical treatment and your doctor gives written permission for the child to return to school.

Lice - Until parents assure school officials in writing that the child has had proper initial and follow-up treatment as prescribed by a physician or local health department.

A Note on Head Lice: Do not panic. Lice are common in primary schools. Children with active lice must be picked up at school and cannot ride the bus home. We will send a note with your child about effective treatments and ways to ensure these pesky critters do not return. After you treat your child's hair he/she may return to school.

Medication At School

Except on very rare occasions when a child is taking a permanently prescribed or long term medication, we do not administer medicine of any kind at school. Physicians have told us that antibiotics can be administered before and after school and be as effective as if a dose is given at noon. We do not give or apply any over the counter products. If a student must receive prescribed or non-prescribed oral medication (including inhalers) during the school day, the parent must submit a written authorization accompanied by a written request from a licensed health professional (forms are available at school). If the medication will be administered for more than fifteen consecutive days, the licensed health professional must also provide written, current and un-expired instructions for the administration of the medication. Requests shall be valid for not more than the current school year. The prescribed or non-prescribed medication must be properly labeled and be contained in the original container. Students should not transport medication to school. If the school is to be responsible for dispensing medication, the medication should be brought to the school by a parent with the proper authorization form and be given to the North Star Room staff.

Immunizations

The State of Washington requires parents to certify in writing on a form supplied by the state that their child is fully immunized against Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, Hepatitis B and Varicella (Chickenpox) *before a child can enter school.*

Contact your family physician or the Okanogan County Health Department for details.

Pesticides

Schools are required to notify 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.

North Omak 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

assure that students will be away from school for at least 48 hours after application.

Emergency School Closures

Very rarely, it is necessary to close school early in emergencies. In the event of early closure, the local radio station will be contacted to announce the 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 KOMW (92.7 FM/680 AM), KPQ-Wenatchee (102.1), KPBX-Spokane (88.9) or Spokane TV stations for news regarding delayed openings or school closures.

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

- Is the student to go home, to a friend's, neighbors, or relative's house?
- If there is no parent home at the time the student arrives, what should he/she do?
- Is there an emergency key located somewhere for the child's use?

All of the above information needs to be shared with the school.

EMERGENCY EVACUATION PROCEDURE (PLEASE READ THIS AND FOLLOW IT CAREFULLY)

1. In light of recent events, I need to outline what will happen if our school experiences an event that makes us move the children to another location. Please be patient and understand that the reunification process is the most difficult part of a tragic event. If we do it well and everyone cooperates this process can be done safely. It is essential to avoid panic and drama. We will keep your child safe and secure until their pickup time arrives. Doing this safely can only be done with deliberate caution. Efficient, safe, and sure will be our pace. Please be patient.

Please trust me that there are very clear reasons for the steps below that we have learned from tragic events across the nation in the past several years. Trying to explain them would take several pages.

1. The children will be moved quickly to the Cornerstone Christian Fellowship on pathways already established and practiced by us. Every staff member has a role to play in that situation. No one will be allowed to take a child out of the evacuation line. Children can only be picked up from the church.
2. Parents and guardians will go to Eastside park and a school bus will take one person per family to the church where you will pick up your child(ren) and then bus will return you to the park. We will run buses at regular intervals so that one is leaving as another is arriving.
3. No parking will be allowed at the church, above or below, as we will need the parking lot for several other reasons and finally to be a bus loop for children who will still be going home by bus. Parents may also park at Oak street park and walk to the church to pick up children. All parents must come through the Locust Street entrance to the church into the church's main foyer.
4. When you arrive at the church, please have one parent or guardian come in, sign your child out while a staff member fetches your child and brings them to you. Parents will not be allowed into the church sanctuary or downstairs. Your picture will be taken with your child, so we have a visual record as well as a paper trail for every child. No one will take a child other than their own without a written statement allowing them to take your child with your phone number and signature. You may keep these on file with the school.
5. Buses will return you and your child to Eastside Park or you may walk them to your car at Oak Street park.
6. We hope beyond hope that we will never have to implement the above plan but keep it close just in case. Thank you, Mr. Schneider

Support Services and Support Personnel

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

Counseling and Student Services

North Omak Elementary has on its staff a full-time, certified school counselor. Counseling and other intervention services are provided by the counselor and other specially trained certificated and classified staff. Beginning in 2015, some outpatient therapy services will be available to our student through OBHC. See the school counselor for the referral process.

School Psychologist

The school psychologist is involved in many aspects of the total school program. Responsibilities include student screening, assessment of students, program development, parent consultation, teacher consultation and inservice, student behavior programs, special education coordination and interagency liaison.

Physical Therapist/Occupational Therapist

The Physical Therapist or Occupational Therapist areas of expertise include the administration and interpretation of tests and clinical observations used for evaluation of 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 which addresses the specific physical, behavioral, and developmental needs of that student as they relate to his or her learning readiness.

Title I Program

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

Outreach Program

The outreach program is a home schooling program connected to the Omak School District. It is available by appointment only to students who are unable to be successful in the regular school program due to health, behavior or other conditions. Space is limited so arrangements must be made through the home-school liaison.

Speech Language Pathologist

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

Migrant Program:

The Migrant Program is designed to meet the special educational needs of children whose schooling is frequently interrupted as a result of belonging to a family of migratory agricultural workers or migratory fishers. This program offers extra help on the areas of tutorial elementary, tutorial secondary and the PASS Program.

Transitional Bilingual Program:

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

Native American Education

Native American students are provided services through JOM and Title VII federal programs for Native American education. These programs provide an advisor and cultural enrichment opportunities for students. It is the role of the advisor to aid students in attaining an appropriate education by supporting the educational staff through early identification of student needs and to work with the staff in the alleviation of any problems that interfere with child's learning.

Library Services

A librarian is available in the elementary school library each day. Classrooms have scheduled days and times each week to visit the library for library skills instruction and book checkout. The librarian or a guest usually shares a book orally with the class. Students are encouraged to check out books and are taught how to take care of them.

Adventures in Community Education (A.C.E.)

The elementary schools are supported by the community group "Adventures in Community Education" (A.C.E.), which has played an active and important role in support of programs. A.C.E. has been involved in fund raising, school self-study, school volunteerism and many other activities. A.C.E. continues to provide an avenue for fund raising. Contact the school for more information if you would like to be involved.

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 in the envelope attached to the brochure. The envelope must be signed and dated by the parent.

Community Agencies

The following community agencies support the efforts of our school:

- Department of Social and Health Services
- Child Protective Services
- Okanogan County Mental Health
- Okanogan County Health Department
- Colville Tribes Health Services Department

Legal Issues for Parents to Know
NONDISCRIMINATION AND SEXUAL HARASSMENT

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.

DISCRIMINATION

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, gender 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 employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator's Brittney Richter, brichter@omaksd.org, P.O. Box 833, Omak WA 98841, 509-826-7687

Title IX Officer's Brittney Richter, brichter@omaksd.org P.O. Box 833, Omak, WA 98841, 509-826-7687

Section 504 Coordinator John Holcomb, jholcomb@omaksd.org, P.O. Box 833, Omak, WA 98841, and 509-826-8342

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online at: [<https://app.eduportal.com/share/674c3bcfd0dc0da3>]

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, or view it online here: **[Insert link to policy on website]**

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, email, 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:

Email: 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, 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.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

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 is included in the directory. Directory information is defined as information not generally considered harmful or an invasion of privacy if disclosed. 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. Directory information cannot include student identification numbers or social security numbers.

Custody

The school must be informed of special custody situations. Legal documents need to be on file in our office spelling out specific custodial details.

Student Records and Parental Rights

The Family Educational Rights to Privacy Act (FERPA) affords parents certain rights with respect to student educational records. These rights are as follows:

- 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 educational 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.

Parents' Rights Requesting Information

Federal law requires Title I schools to notify parents that they can request information regarding their child's teacher, including, at a minimum, information on:

- 1) completion of state requirements for licensure and certification;
- 2) emergency or other provisional status;
- 3) educational background (colleges attended, degrees obtained, majors, minors and endorsements);

- 4) whether paraprofessionals are serving the child and if so, the paraprofessionals' qualifications. Please contact the principal if you would like this information concerning either the teacher or the paraprofessionals who work with your child.

Non-Discrimination & Affirmative Action Notification

Non Discrimination Statement

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**: LeAnne Olson, (509) 826-7687, lolson@omaksd.org ; and **Section 504 Coordinator**: John Holcomb, (509) 826-8342, johnholcomb@omaksd.org , P.O. Box 833, Omak, WA 98841.

El Distrito Escolar de Omak no discrimina en ningun programa o actividad por motivos de sexo, raza, credo, religion, color, nacionalidad, edad, estado militar o veterano, orientaci6n sexual, expresi6n de genera o identidad, incapacidad o el uso de un perro entrenado o un animal guia o de servicio, y proporciona el mismo acceso a los Boy Scouts y otros grupos de j6venes que sean designados. Los siguientes empleados han sido designados para estar a cargo de preguntas y quejas de presunta discriminaci6n: Coordinadora de Derechos Civiles y Coordinador del Titulo IX: LeAnne Olson, (509) 826-7687, lolson@omaksd.org; y el Coordinador de la secci6n 504: John Holcomb, (509) 826-8342, johnholcomb@omaksd.org, P.O. Box 833, Omak, WA 98841.