

## **Annual Notifications**

### **Student Directory Information**

Federal law permits a school district to identify certain information as directory information that may be released publicly without the permission of the parent. The Touchet School District identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sport, weight and height of athletic team members, dates of enrollment, diploma and awards received, and most previous school attended. Parents who wish this information to be withheld need to contact their child's school principal by the third week of school each year.

### **Health Policies**

Parents should be aware of school district policies regarding specific health situations. Copies of these policies can be requested from the office in each building. Applicable policies cover Student Health (3410), Immunization and Life Threatening Conditions (3413), and Emergency Treatment (3418). A STUDENT WITH A LIFE THREATENING CONDITION MAY NOT ATTEND SCHOOL UNTIL AN EMERGENCY CARE PLAN IS ON FILE WITH THE SCHOOL. CONTACT YOUR CHILD'S SCHOOL NURSE FOR INFORMATION.

### **Immunization Information**

Washington law requires that a certificate of immunization be on file for every student enrolled in the district. On or before the first day of attendance, all students must present or have on file documentation of their immunization status. On May 10, 2011, Governor Gregoire signed a bill that requires a licensed health care provider to sign the Certificate of Exemption for a parent or guardian to exempt their child from school and child care immunization requirements. The signature verifies that the provider gave the parent or guardian information about the benefits and risks of immunization. A parent or guardian can also turn in a signed letter from a health care provider stating the same information. The law goes into effect on July 22, 2011. It only applies to exemptions requested after that date. In case of an outbreak of the disease, a child under exemption may be excluded from school until the disease outbreak is concluded.

### **Annual Notification of Pesticide Application**

Notification of pesticide application will be made available to interested students, parents and employees during times of application when treating areas such as fence lines, athletic fields, playgrounds, cracks in sidewalks and asphalt surfaces, enclosed storage and school buildings. Pesticides are used primarily to control insects, rodents and weeds. The District's Maintenance Department are in the process of developing a policy and procedures that meet all federal and state regulations. Pesticides used by the district include: Roundup, 24-D, Surfactant, and Surflan. The application methods are backpack sprayers, motorized sprayers and hand application.

A 48-hour advance notice will be given to individuals on the registry prior to application of pesticides. If you are interested in being listed on the registry for notification, please write the Director of Maintenance and Transportation Operations, Touchet School District, PO Box 135, Touchet, WA 99360 or call (509) 394-2352. In the case of emergency application (i.e. stinging insects) individuals on the registry will be notified immediately after the application. Sign will be posted in a public area of a building for 24 hours. Pesticide application records and an annual summary of pesticide use are available for review at the District Maintenance Office between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday. (Chapter 17.21 RCW, Pesticide Application Act).

## **Asbestos Notification**

In compliance with the Asbestos Hazard Emergency Response Act enacted in 1986 by the Environmental Protection Agency and implemented by Touchet School District, we are required to notify you annually of the availability of the Management Plan.

The purpose of the annual notification is to ensure that you have an opportunity to be informed about the availability of the plan. A copy of the Asbestos Management Plan is available for your review in the District Office and the Maintenance Office during regular business hours.

At this time, we have been designated asbestos free since the 2013 Touchet School renovation project.

## **McKinney-Vento & ChildFind**

The McKinney-Vento Act is a federal law that makes sure children and youth who do not have permanent housing can go to school and preschool. It gives children and youth rights to enroll in school, stay in school, get transportation to school, and gives these same children access to school lunch programs. For more information on the education of homeless students or students in transitional housing, please refer to Touchet School District Policy 3115, Homeless Students: Enrollment Rights and Services. If you become aware of students who may qualify for services under the McKinney-Vento Act, or are in need of services for students in your family, please contact the superintendent with this information.

ChildFind is the process of identifying all persons from birth to age 21 who may be educationally handicapped. In the early years it is especially important to identify those children who may require special attention in some area. Identifying a concern early can lessen the effects of the problem for the child in later years. The Touchet School District is responsible for evaluating and identifying children who may require special education services, and for providing those services to Touchet children age 3 and older. If you feel that you have a student who may require special attention in some area please contact the Touchet School District at (509) 394-2352.

## **School Bus Expectations**

Students using the Touchet School District Transportation services will be expected to follow Touchet School District Transportation rules and regulations. Any misconduct by a student, which in the opinion of the bus driver is detrimental to the safety and welfare of any other student or to the safe operation of the school bus, will be sufficient cause for discipline and/or suspension of bus riding privileges. Bus rules are distributed to students at the beginning of the school year in the student handbook.

## **Use or Possession of Illicit Drugs and Alcohol is Prohibited**

The Touchet School District believes that use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. All students in the district are held to the same standards and expectations. Compliance with these standards is mandatory. Students unlawfully possessing, using, or distributing illicit drugs or alcohol on school premises (buildings and grounds), designated school bus stops, or as a part of any school activity will be subject to the disciplinary action of expulsion or suspension. A drug/alcohol assessment may be required prior to being readmitted. Students dealing with problems related to illicit drugs or alcohol can seek help. Information is available from the school counselor (Board Policies 3900, 3110, 3200, 5310, H. R. 3614.RCW 59.50.435).

## **Weapons and Tobacco-Free Environments**

The Touchet School District is a tobacco-free environment. No employees, students, or other persons may smoke or use any kind of tobacco products in or on district property (Board Policy 3920 & 4215, RCW28A.210.310)

It is unlawful for a person to carry weapons onto public or private elementary or secondary school premises, school provided transportation or areas of non-school facilities while being used exclusively by public or private schools (RCW 9.41.250 and RCW9.41.2880, Board Policy 3920, RCW 28A.600.420). Students violating this policy will be subject to expulsion.

## **Harassment, Intimidation, Bullying (Board Policy 3207/6590)**

“Harassment, intimidation, and bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.365.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristic.

Acts of harassment, intimidation and bullying that cause physical harm to a person or a person’s property, interfere with the educational or work environment, create threatening educational or work environments, or substantially disrupt the orderly operation of the school or work place will be dealt with as serious offenses resulting in disciplinary action, suspension, expulsion, or/or legal action.

Reprisal, retaliation, or false accusations against anyone reporting or thought to have reported harassment, intimidation or bullying is prohibited and will be treated as a serious violation, regardless of whether the harassment, intimidation or bullying is substantial. Persons engaged in reprisal, retaliation, or false accusations are subject to serious disciplinary and/or legal action.

## **Notification of Threats (Board Policy 4314)**

Students and employees who are the subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of those threats. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the specific circumstances of the situation.

## **Individuals with Disabilities**

Individuals with disabilities who may need a modification to participate in a school district meeting should contact the building principal or the Superintendent’s office no later than three days before a regularly scheduled meeting and as soon as possible in advance of a special meeting so that arrangements for the modification can be made.

## **Extra-Curricular Expectations**

While attending or participating in school-sponsored off-campus events, students shall be governed by school district rules and regulations. It is the expectation of Touchet School District that while off campus, at any extra-curricular activity, students will act as “ambassadors” for the district and will tailor their behavior accordingly. Failure to comply with school district rules may result in loss of eligibility to attend school-sponsored off-campus events and may lead to other disciplinary actions.

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

This act affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

- The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Mead School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent the FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
- 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. The address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW; Washington, DC 20202-5901.
- State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within five business days. RCW 42.17.320.