

## NORTH FRANKLIN SCHOOL DISTRICT ANNUAL NOTIFICATIONS

**Hazardous Communication Program** In order to comply with the WISHA WAC 296-62-054, Hazardous Communication, the district has established a program to manage this effort. This program centers around Material Safety Data Sheets (MSDS) for all chemicals use in the workplace. Location of MSDS books are within each building staff lounges and custodial closets. Contact the building Administration or program manager for any additional information.

**ASHERA Asbestos Management Plan Annual Notification:** We are concerned about the health and safety of our building occupants, who work and visit our facilities. All of our facilities have been inspected for asbestos containing materials (ACM) by an accredited asbestos inspector as required by ASHERA. The inspector located, sampled and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to an accredited management planner, and an asbestos management plan was developed. We require all of our personnel to review the management plan before beginning work in an area that may contain ACM. We now require all contractors who work in our facilities to review the ACM plan before beginning work in our facilities and strictly follow safe work practices to avoid disturbing the ACM. Location of the Asbestos Management Plans are located in the District Administration office and in each of the building staff lounges along with the MSDS books. Please direct your inquiries to the Maintenance & Operations Office (509) 234-6441.

**Pesticide Notification** In accordance with RCW 17.21.415 North Franklin School District has adopted a policy to stay in compliance with an annual notification. North Franklin School District conducts spray applications to manage vegetation and pests periodically around school grounds and in the Greenhouse for the Ag program throughout the year. Spray applications are primarily conducted when school is not in session. For a copy of the complete Integrated Pest Management plan, please contact the Maintenance & Operations Office at (509) 234-6441 or visit our website at [www.nfsd.org](http://www.nfsd.org).

**Open for Public Viewing** The North Franklin School District Special Education Office is open at 8a.m.-3p.m. for public viewing of the IDEA Grant Application. These are federal monies requested for special education students, ages 3 to 21. You may call the Special Ed Office at 234-9218 for more information.

**The Family Educational Rights & Privacy Act (FERPA)** The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the North Franklin School 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 records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the North Franklin School District to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the North Franklin School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202 - Firearms or Dangerous Weapons Prohibited

**Special Needs/Child Find** North Franklin School District provides education services for many students with special needs. Parents may or may not know that a child qualifies for these educational services. Children between the ages of birth to 21 years who live in North Franklin School District boundaries are eligible for the services. The District defines special education needs as having concerns with: hearing, vision, speech, language, health, nutrition, learning, developmental delay, behavior management, mental retardation, birth defects, orthopedic or spinal problems, autism, or other disabilities. If your child, ages 5-21, or a child you know has any of these conditions you are encouraged to contact their home school principal or the Special Education Office 234-9218. For children ages birth to 5, please call the Early Childhood Center, 234-3470.

**Health Information** State law requires that orders from a licensed health care provider for medication and/or treatments and a nursing care plan be in place before a student with a life-threatening health condition attends school (RCW 28A.210). A "life-threatening condition" means a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place.

**Teachers Qualifications** Under federal law, parents and guardians are entitled to request information about the professional qualifications of their child's teachers. Such requests should be made to the Office of the Superintendent.

**Regulation of Dangerous Weapons on School Premises** North Franklin School District Policy No. 4210 states that it is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities and non-school facilities being used exclusively for school activities. Our district posts "Gun-Free Zone" signs and all violations of this policy and RCW 9A.1280 are reported annually to the Superintendent of Public Instruction.

**Prohibition of Tobacco** The North Franklin School District Policy No. 4215 states that any use of tobacco products by staff, students, visitors and community members shall be prohibited on school district property. Possession or distribution of tobacco products by minors is prohibited (RCW 28A.210.310).

**Viewing of Public Records** Pursuant to Chapter RCW 42.17, parents and other members of the public have the right to inspect and copy public records retained by the District, including records pertaining to employee discipline, unless the records are exempt from public disclosure under state law.

**Non-Discrimination** The North Franklin School District 351-162 complies with all federal rules and regulations and 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 Boys Scouts and other designated youth groups. Inquiries regarding compliance/grievance procedures may be directed to the school district's Title IX Officer, Pat Nunan and/or Section 504/ADA Coordinator, Carrie Hatch at 509-234-2021.

**Prohibition of Harassment, Intimidation and Bullying** The North Franklin School District is committed to a safe and civic educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. Board Policy No. 3207 defines "Harassment, intimidation or bullying" as any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(d), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

**Drug-Free Schools, Community and Workplace** The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves. "Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

For these purposes, the board declares that the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
- B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances or opiates.
- D. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district.

**Home Schooling Declaration Required** In compliance with state law (RCW 28A.225.010), any parent who intends to cause his/her child or children to receive home-based instruction in lieu of attendance or enrollment in a public school, approved private school, or an extension program of an approved private school must file an annual declaration of intent to do so by September 15, or within two weeks of the beginning of the public school semester. Parents living within the North Franklin School District may request this form from the District Office at 1100 West Clark Street, Connell, WA or at 509-234-2021.

**McKinney-Vento Act: Assistance to Youth Experiencing Homelessness** As required by Federal Law (McKinney-Vento), North Franklin School District ensures that homeless children and youth are provided equal access to the same free, appropriate public education as provided to other children and youths. Students who become homeless may receive assistance to enroll and remain in school, along with other assistance, including coordination of free and reduced meal status, arranging transportation services, community resource referrals (shelters, medical services, etc.), community connections (free meals, food banks, clothing banks, etc.), scholarship opportunities, FAFSA verification for college-bound McKinney Vento students, school materials, and personal care items. 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 principal of your school with this information.

**Directory Information** The Family Educational Rights to Privacy Act, or FERPA, permits the disclosure of certain information as directory information that may be released publicly without the permission of the parent. This information is generally not considered harmful or an invasion of privacy if disclosed. Directory information has been identified 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 or eligible students who do not wish to have this information released must contact the school principal in writing.

**Drug and Alcohol Free Schools** The North Franklin School District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students. Compliance with these standards is mandatory. The North Franklin School District complies with all local, state and federal regulations of both the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. Students unlawfully possessing, using or distributing illicit drugs or alcohol on school premises, designated school bus stops, or as a part of any school activity will be subject to immediate disciplinary action. Students dealing with problems related to illicit drugs or alcohol can seek help. Information is available from a school counselor or principal.

**Americans with Disability Act** North Franklin School District complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of school district services, programs, or activities. Accordingly, North Franklin School District will not refuse to allow a person with a disability to participate in a school district service, program, or activity simply because the person has a disability. Individuals with disabilities who may need a modification to participate in a school program and/or meeting should contact the Special Education Office at 509.234.9218 no later than three (3) days prior to the program or meeting so that arrangements for modification or accommodations can be made.

**Title I Parental Involvement** The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The Board views the education of students as a cooperative effort among school, parents and community. The Board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- A. Play an integral role in assisting their child's learning;
- B. Are encouraged to be actively involved in their child's education at school; and
- C. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

The board of directors adopts as part of this policy the following guidance for parent involvement. The District shall:

- A. Put into operation programs, activities and procedures for the involvement of parents in all of its Title I schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;
- B. Provide the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementing of effective parent involvement activities to improve student academic achievement and school performance.
- C. Build the schools' and parents' capacity for strong parental involvement;
- D. Coordinate and integrate Title I parental involvement strategies with parent involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction, Preschool Youngsters, State run preschools;
- E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools served with Title I funds including: identifying barriers to greater participation of parents in Title I-related activities, with particular attention to participation of parents with limited English proficiency, parents with disabilities and parents of migratory children; and
- F. Involve the parents of children served in Title I, Part A schools in decisions about how the Title I, Part A funds reserved for parental involvement are spent.

