

**JAMES W. LINTOTT ELEMENTARY SCHOOL  
PARENT-STUDENT HANDBOOK  
2024-2025**



**Brenda Pohlman, Principal  
Merisa Wilson, Assistant Principal  
1220 Bishop Rd  
Chehalis, WA 98532  
(360) 807-7215**

Website: [www.chehalisschools.org](http://www.chehalisschools.org)  
Click on the James W. Lintott homepage  
for site information, newsletters, events, and more.

**Our Mission**

**"With the student as the focus, the school,  
home and community will provide a safe, supportive,  
and caring environment for learning."**

James W. Lintott Elementary School is a Title I Schoolwide School.  
All students are eligible to receive Title I assistance. Teachers and paraprofessionals are afforded this flexibility in order to provide the best possible services to students.

Dear Parents and Students:

Welcome to James W. Lintott Elementary School! Our goal at Lintott is to work together as a team to provide a safe, caring environment where all students will learn and achieve. The purpose of this student-parent handbook is to share important information about various school policies and procedures. Please read through the handbook carefully and share the information with your child.

Whether you are new to Lintott Elementary or a returning family, we know you will find this to be a great school that is also fortunate to be part of a supportive and friendly community. We are confident we will have an outstanding year together.

Our doors are always open, so please feel free to drop in anytime with questions, concerns or comments.

Sincerely,  
Mrs. Brenda Pohlman, Principal  
Merisa Wilson, Assistant Principal  
360-807-7215

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## **SCHOOL HOURS**

School starts	9:00 am
School dismisses	3:30 pm
AM Supervision/Drop off/Breakfast served	8:15 am
Early Release dismissal time	1:30 pm
Conference Week dismissal time	1:30 pm
Holiday dismissal time	12:15 pm
PAWS day dismissal time (every Wednesday)	2:00 pm

## **PROCEDURE FOR MORNING DROP-OFF AND PICK-UP OF STUDENTS**

Please do not drop students off until **8:15 am** when supervision begins. Upon arrival, students will be supervised until 9:00 am (when doors open). Students arriving after 9:00 am must stop by the office for a late slip.

If you are picking up your student, **please plan on arriving no sooner than 3:00 pm**. School does not dismiss until 3:30 pm. All students need to be picked up no later than 3:35 pm, as we have no supervision for students after that time. **If you have a need to pick your child up early for an appointment, please call in advance and always bring your ID to the window for check-out.** Thank you for your support and cooperation on this matter.

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## VISITORS

**ALL VISITORS MUST SIGN IN AT THE OFFICE AND WEAR A VISITOR BADGE.** Badges must be in a visible location on clothing. Any visitor not wearing a sticker will be immediately redirected to the office.

## CHANGE OF CONTACT INFORMATION

Please keep our office informed of any changes of address or telephone numbers even if the changes are only temporary. Information of this type is important in case the parents or caretaker need to be contacted in an emergency. It is helpful to have at least one or two contact people listed who do not live in your home. Those people will be called in the event we cannot reach you in case of illness or emergency. **Please understand this does not mean that they are authorized to pick your child up. That permission still needs to be given by the parent or guardian.**

## CUSTODY ISSUES

Families who have custody issues regarding students at James W. Lintott Elementary need to contact the school office immediately. These issues often have legal implications that require special attention. **It is the responsibility of the parent or guardian to make sure the school is informed of these issues** and that **current legal** paperwork that clearly defines custody rights and any other restrictions or restraints is in our file and up to date. These documents **must bear** the signature or stamp of a judge.

## TRANSPORTATION TO SCHOOL

**Buses** - Bus transportation is provided through the Chehalis-Centralia Pupil Transportation Cooperative. Students not living in the near proximity of the school are encouraged to ride the bus. Bus routes remain much the same from year to year. **If students need to take a different bus after school for some reason, parents need to send a note** to the office. This note needs to be *dated* and have the address noted where the student is to get off. Provisions of this type will be made if there is room on the bus to accommodate the request. Please note that it is not feasible for multiple students to ride a bus to another student's home for an event such as a birthday party because it can overload the bus. **If you have questions, please contact the Transportation Cooperative at 360-330-7628 between 7:00 am - 3:30 pm.**

## EMERGENCY CLOSURES AND OR LATE STARTS

Sometimes it is necessary to dismiss school early due to weather or other conditions. At the beginning of the year an *Emergency Information Form* is provided to each student. Unless an alternate plan is stated on the emergency form, your child will be sent home in the usual manner.

## SECOND HOUSEHOLD INFORMATION

Our school office staff will gladly send non-custodial parents copies of report cards, newsletters, and other information upon request. Please call or come into our office with the name and address of the non-custodial parent to whom the information should be sent.

## ATTENDANCE

On Time, Every Day, All Day: We ask that every family give school attendance a high priority. Arrive on time every morning ready for the day's learning. Please call our school office at 360-807-7215 between 8:30 am and 9:45 am to let us know if your child is going to be absent or arrive late that day. We also have voicemail available for your message during non-school hours. This is not only a safety check, but is necessary to meet Washington State attendance law requirements. We have an automated messaging system that will call your primary number if your child is absent from school. If we are unable to reach you and you do not call or provide us with a note, the absence will be considered unexcused. We are required to report unexcused absences to Juvenile Court in accordance with RCW 28A.225.005-060, the "Becca Bill" which addresses truancy and unexcused absences. Excessive "excused" absences (20% or higher absent rate) will also be referred to Juvenile court in accordance with RCW 28A.225.005-060 and Chehalis School District Board Policy 3122.

***The following constitute an excused absence:***

- ◆ *illness/doctor - a physician's note needs to be provided for extended absences*
- ◆ *health condition*
- ◆ *family emergency*
- ◆ *religious purposes*
- ◆ *mutually-approved activities agreed upon with the principal prior to the absence*
- ◆ *participation in a school-approved activity*
- ◆ *absence resulting from disciplinary action or short-term suspension*

**Tardies** It is important that children get to school on time and stay the full day. Both coming late and being picked up early are considered tardy. If your child is going to be late to school or picked up early, please be aware of the following:

- It is your responsibility to call the school with the reason why your child will be late or is being picked up early.
- If your child has a pre-arranged appointment, notify the office in advance.

We request that you make appointments for your child either before or after school if at all possible. A student coming and going from a classroom during school hours, even the last five minutes of the day, is disruptive for the entire classroom and the teacher.

### **STUDENT BEHAVIOR & DISCIPLINE**

The health, safety, and welfare of each student, as well as the development of academic skills and social skills, are essential for productive learning. Individual teachers have behavior expectations and rules they teach in their classrooms. Student-to-student physical, sexual, and verbal harassment will not be tolerated. We desire a positive learning environment for pride in work, personal growth and competence in literacy skills. ALL PEOPLE in the building will support and refer to our four Lintott Bobcat guideline statements when dealing with individual student situations.

**LINTOTT BOBCATS WILL:   ➤Be Kind   ➤Be Safe   ➤Be Respectful   ➤Be Responsible**

To establish an environment for learning the following behavior is expected:

- Each student needs to be at school ON TIME, EVERY DAY, ALL DAY.
- Each student is responsible for his/her OWN ACTIONS.
- Each student will SHOW RESPECT to other students and adults.
- In any situation, the student is IN CONTROL of his/her behavior.
- Assignments need to be COMPLETED.
- Each student will TAKE CARE OF school and personal property.
- Each student is to PARTICIPATE in the learning process.
- Any physical harm to others is NOT TOLERATED.

We will help students learn to solve their problems in constructive ways. Positive behavior will be encouraged and recognized. The staff will attempt to help students learn methods to deal with conflicts. We will also endeavor to teach cooperation, trust, communication, respect, and caring skills. Students will be expected to comply with existing rules established for James W. Lintott Elementary School.

### **Discipline**

Major offenses that will result in disciplinary action are:

1. Fighting
2. Behaviors that might harm others
3. Defiance of authority
4. Disrespectful or abusive behaviors
5. Continuous disruptive behaviors
6. Damage to property/theft of property
7. Harassment/bullying
8. Possession of weapons

Students who choose to violate the standards for behavior and discipline shall be subject to corrective action, up to and including suspension or expulsion.

### **Minimizing exclusion, engaging with families, and supporting students**

Unless a student's presence poses an immediate and continuing danger to others or the immediate and continuing threat of disruption to the educational process, staff members must first attempt one or more other forms of behavioral interventions to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. Before imposing a long-term suspension or expulsion, the district must first consider other forms of discipline.

### **WEAPONS**

Possession includes, but/and is not limited to: having a weapon on district property or at a district-sponsored event located: (a) in a space assigned to a student such as a locker or desk; (b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); or (c) under the student's control or accessible or available, such as hidden by the student.

A weapon includes, but is not limited to: (a) a firearm which is a weapon or device from which a projectile may be fired by an explosive; or (b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns; or

(c) a slingshot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon; or (d) a sling-shot, which is a forked piece of wood, plastic or metal having an elastic band fastened to the prongs for shooting small stones, metal balls, or pebbles; or (e) a club, chains or metal knuckles; or (f) a device commonly known as "throwing stars," which are multi-pointed metal objects designed to embed upon impact from any aspect; or (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (h) a dirk, which is a type of dagger; or (i) any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope or other means; or (j) any other item (such as fingernail clippers with a nail file and/or pointed, that could be used in a threatening manner.)

Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation or areas of facilities while being used exclusively by public schools, **shall receive a one year mandatory expulsion for firearms. RCW 28A.600.420 and Chehalis School District Policy 4210.**

**The Superintendent or designee must promptly notify the student's parent(s) and law enforcement concerning the firearms violation.**

**The expulsion may be modified by the chief school district office or designee on a case-by-case basis.**

### **COUNSELING**

James W. Lintott Elementary has a counselor available to assist students with counseling needs. Please contact the school for further information.

### **LOST & FOUND**

**It is important that parents put their students' names on personal items such as coats, backpacks, and lunch boxes. Unclaimed items will be donated to charity.** Students must leave all other personal items (toys) at home.

### **DRILLS**

Periodically we will practice fire, earthquake, and intruder or lockdown drills with our students. We always try to provide students with a means to understand and react in an emergency situation. Therefore, we will practice a number of potential situations throughout the school year.

### **CHILD ABUSE & NEGLECT**

All school personnel are required by law to report suspected child abuse concerns to Child Protective Services. This requirement is strictly enforced.

### **ACCIDENTS**

Current medical information or special health concerns for a child should be provided for the school office by parents or legal guardians. Parents are encouraged to advise the school office of any medical changes during the school year. In case of serious injury, the child will be given emergency first aid treatment and parents will be called. If parents cannot be reached, emergency contacts will be called. Some cases may necessitate a 911 call at the discretion of the school nurse. Please note that special insurance is available through a local company at a reasonable rate.

### **ILLNESS GUIDELINES Should I send my child to school?**

Attendance is important. Students can be in school unless they are experiencing symptoms outlined below:

- Fever of 100.4 degrees or higher. Students should be fever free without medication for 24 hours before returning to school.
- Nausea, vomiting, or diarrhea. Students should be free of vomiting or diarrhea for 24 hours before returning to school.
- A skin rash of unknown origin.
- Red, watery eyes (NOT caused by allergies) or eye discharge, especially if the eye is crusty or glued shut in the morning.
- A heavy cold with a deep, hacking cough.

Please be sure that children are fully recovered before sending them to school. In the event a child becomes ill at school, you will be contacted to come and get them, so please make sure our records are always up to date with current phone numbers. In addition, if the school calls and says your child has a fever/illness and needs to be picked up, please come within 30 minutes to take your child home. This is for the comfort of your child as well as to limit the time of exposure to other children and staff.

## **MEDICATIONS**

If a child is to take medication at school, district policy (state law) requires the form "Authorization for Administering Medication at School" signed by the parent AND physician be on file. These forms are available in the school office. Medication **WILL NOT** be given without a signed form. Medication is to be held in the office **ONLY**. **Medications of any kind (including non-prescription items such as tylenol, aspirin, etc.)** also require this form and medicine needs to be in its original container. Medication for elementary-aged children should always be brought to school by a parent, never sent with the child.

## **HEAD LICE**

**Head lice are a nuisance!** They are persistent and do require effort to remove permanently from your child's head. Students with live head lice can remain in class and go home at the end of the school day, be treated, and return to school after the appropriate treatment has begun. Students can return to school with nits following treatment. Nits may persist after initial treatment, therefore, students with nits should be allowed back in school the next day. If we suspect your child has head lice, you will be notified and provided with the resources for treatment at home.

## **STUDENT DRESS CODE**

School clothing must not distract from learning. Appropriate attire includes shirts that are long enough to cover the midriff and underwear. Extremely brief garments such as halter tops, tops with spaghetti straps, strapless tops, tube tops, bare midriff or bare back tops should not be worn. Footwear should be safe and appropriate for indoor and outdoor activity. (Flip-flops without a back strap, platform shoes, and heels are examples of inappropriate footwear for school.) Clothing should not display pictures or words related to alcohol, drugs, or other inappropriate content.

*As with any policy, inclusion of all possible situations is difficult. Please remember, the school staff may sometimes have to use their discretion regarding student dress.*

## **LIBRARY & TEXTBOOKS**

Students are encouraged to check out library books during their weekly library class. The books are due back for class the following week. Students are expected to use library books and classroom books with care. If books are lost or damaged, students are expected to pay the replacement costs.

## **PERSONAL ELECTRONIC DEVICES**

**Personal Electronic Devices include, but are not limited to: cell phones, personal iPads, smart watches etc.**

1. PED is to be turned off and put away during the school day.
2. PED ( smart watches) can be put into school mode if function is available.
3. Use of PEDs for gaming is not allowed.
4. The school is not responsible for theft, loss or damage to PEDs.
5. If it becomes a distraction, we may ask you to pick it up in the office at your convenience.
6. If you need to get a message to your student, please call the office and we can assist with that. The school policy on personal devices will continue to evolve with the technology.
7. Taking pictures with cell phones is prohibited.

## **CHEHALIS PTO**

The Parent Teacher Organization is very active and beneficial to our school. For more information, visit the Chehalis PTO facebook page and please consider becoming a member!

## **VOLUNTEER PROGRAM**

The Chehalis School District has a very active volunteer program, which we encourage you to consider being a part of. Volunteer applications are available at any school office or on the school district website. If you want further information, please email [volunteercoordinator@chehalisschools.org](mailto:volunteercoordinator@chehalisschools.org). ALL volunteers must have a current State Patrol clearance to volunteer in our building, in classrooms, or on field trips. State patrol clearance is valid for two years. **We do ask that because of safety and liability issues, younger siblings not accompany you while volunteering in the school.**

## **MEDIA RECOGNITION OF STUDENTS**

During the course of the school year, our students are often involved in activities that we consider newsworthy. Some stories shared publicly include students' names and images. Some platforms that may contain students' names and images include but are not limited to:

- School newsletters
- School or District printed materials
- School and district web pages
- Social media
- Local news outlets both in print and digital online platforms
- Video tapings such as music programs, assemblies, and other school activities.

**Please notify the office in writing or by email if you wish your child's name and picture not to appear in any or all public-facing outlets.** This relates only to school events during school hours. Events open to the public outside of regular school hours do not apply.

### **CLASSROOM VISITATIONS**

Parents and community members are always welcome at James W. Lintott Elementary School. However, there are certain requests that need to be followed for those who intend to visit:

- **Make arrangements with the office and teacher one full day before visiting the classroom.**
- **Always** check in at the office when you arrive to sign our visitors log and obtain a visitor's pass.
- Due to safety and liability issues, younger siblings may not accompany visitors unless prior arrangements have been made with the teacher and principal.

Students from other schools wishing to visit our school during the instructional day are not permitted to do so because of class size limitations and liability issues. Should you have further questions, please contact the building principal.

### **CLASSROOM PARTIES/PARTY INVITATIONS**

In the interest of sensitivity to the feelings and needs of children, you are asked not to bring gifts or invitations for parties, unless **all** children in the class are invited. If you wish to celebrate a birthday at school, **please clear it with the classroom teacher well in advance** so that the proper time can be arranged.

**Due to health concerns, our school district has a policy which prohibits home-baked items from being brought to the classroom. For this reason, only items prepared by a commercial bakery can be used.**

### **PETS**

Pets may only be brought to school for sharing with teacher consent. Since even the most gentle pet can become agitated by the curious classroom children, parents are requested to supervise the pet during the school visit. Pets are not allowed to be transported on the school bus, nor are they allowed to remain at school during times when parents cannot supervise.

### **FIELD TRIPS**

Field trips are an important part of the elementary school program. For students to participate they must have written permission from their parents/guardians. Students who do not have a signed permission slip by the morning of the field trip will not be allowed to participate. Students who continually exhibit disruptive behaviors may also lose this opportunity. All school rules apply during field trip activities.

### **VOTER REGISTRATION**

If you are new to the district or have moved recently, please visit <https://elections.lewiscountywa.gov/forms/> to register to vote in Lewis County or to change your address.

### **HIGHLY CAPABLE PROGRAM**

The Chehalis School District's Highly Capable Program is designed to meet the academic needs of our students in grades K-12 who fall generally in the top 2 percentiles for cognitive aptitude; those assessed to have superior intellectual ability as demonstrated by one or more of the multiple criteria specified in WAC 392-170-040. These students exhibit high capability in intellectual and/or creative areas, possess an unusual leadership capacity, or excel in specific academic fields, thereby requiring services beyond the basic programs provided by schools. More information regarding the Chehalis School District's Highly Capable Program is available at [www.chehalisschools.org](http://www.chehalisschools.org).

### **SPECIAL EDUCATION SERVICES**

The Special Education Services Department provides services to students with a wide range of disabilities from mild learning difficulties to severe disabilities. Services may include psychological assessments, counseling, communication disorder services, vision and hearing screening, occupational and physical therapy, infant/toddler preschool programs for children from birth to six years of age, home-based or center-based programs. (Chehalis School District Board Policy 2161)



## **CHILDFIND**

The ChildFind program conducts activities for the purpose of locating, evaluating and identifying students with a suspected disability. Activities apply to students ages birth through 21. Formal screenings and assessments, which could include the areas of hearing, vision, social skills, language, learning and motor skills, are available for preschool students. For parent(s)/guardian(s) who have concerns about their child's development or questions about the ChildFind program, please contact the district Special Education Services office at (360) 807-7245. (Chehalis School District Board Policies 2161 and 2162; WAC 392-172-100)

## **USE OF TECHNOLOGY**

### **TECHNOLOGY ACCESS RELEASE**

The Chehalis School District technology network (district network) includes services to and on the local area network. These services include, but are not limited to, printing, storing documents and file sharing. The district network also includes services provided through the K20 network, such as access to public networks, including the Internet. I understand, and agree with, this document as a condition of my right to use the district network services.

1. I will abide by the district network Acceptable Use Agreement.
2. Network administrators have the right to view any material stored on any district network device. Network administrators have the right to edit or remove any material they, or their superiors (in their sole discretion), believe may be unlawful, obscene, abusive, or otherwise objectionable. I hereby waive any right of privacy, which I may otherwise have, to such material.
3. Chehalis School District, nor any of its providers, will be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the district network, including access to public networks, without limitation.
4. The Chehalis School District, nor its providers, warrants that the function of district network, nor any networks accessible through district network, will meet any specific requirements, or that access will be error free and uninterrupted.
5. The Chehalis School District, nor its providers, shall be held liable for damages, direct or indirect, incidental or consequential damages while using the district network. This includes, but is not limited to, data or information loss.
6. Use of the district network is a privilege, not a right, and can therefore be revoked by network administrators at any time for violation of this, or the Acceptable Use Agreement. Network administrators may consult with the District Office and/or Building Administrators to determine what constitutes a violation.
7. The Chehalis School District reserves the right to revise, modify and update the Technology Access Release and/or the Acceptable Use Agreement.
8. I hereby release the Chehalis School District, network administrators, operators and any institution, which they may represent, from any and all damages, or claims, that may arise from my use, or inability to use, the district network.

**I hereby certify that I will abide by the conditions set forth in this document, as well as the district network Acceptable Use Agreement.**

### **TECHNOLOGY ACCEPTABLE USE AGREEMENT**

It is our pleasure to offer the staff and students of the Chehalis School District access to the district network and its resources. These resources include access to data storage servers, staff email, on-line resources and the Internet. For network operation to remain successful, it is the responsibility of the users (you) to conduct themselves in a responsible, lawful, ethical, safe and polite fashion. The user is ultimately responsible for his/her actions. The following guidelines are not intended to define all required or proscribed behavior of its users. The Chehalis School District reserves the right to revise, modify and update the Acceptable Use Agreement.

### **Guidelines/General Information**

#### **Network Usage**

1. Use of the district network must be in support of education and research, and consistent with the mission of the district. The Chehalis School District reserves the right to prioritize use and access to the district network.
2. Any use of the system must be in conformity to state and federal laws, network provider policies and licenses, and district policies and licenses.
3. Personal use of district network resources shall not be at the cost of the district, shall not interfere with the performances of the users' official duties, must be brief in duration and must not disrupt the conduct of the district's business. Use of district network resources for commercial solicitation is prohibited. The superintendent or designee must approve use of the system for charitable purposes in advance.
4. The district network system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.

5. No use of the system shall serve to disrupt the operation of the system by others, including the compromising of security or the integrity of district information; system components including hardware or software shall not be destroyed, modified or abused in any way.
6. Malicious use of the district network system to harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
7. Use of the district network system to access, store or distribute obscene or pornographic material is prohibited.
8. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited.
9. District network resources may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

#### **Security**

10. System accounts are to be used only for the authorized purpose. Users must not share their account access or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
11. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
12. Communications may not be encrypted so as to avoid security review.
13. Users should change passwords regularly and avoid easily guessed passwords.

#### **Personal Security**

14. Personal information, such as addresses and telephone numbers, should remain confidential when communicating on the district network system. Students should never reveal such information without permission from their teacher or another staff member. No user may disclose, use or disseminate personal identification information regarding minors without authorization.
15. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
16. Students should notify their teacher or other staff member whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable on the web or when using the system.

#### **Copyright**

17. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited. All users of the district network shall comply with current copyright laws and Chehalis School District copyright policy BP2025.

#### **Filtering and Monitoring**

18. Filtering services are in use for all district owned computers with access to the Internet for all users.
19. Educational staff will, to the best of their ability, monitor minor's use of the Internet in school, and will take reasonable measures to prevent access by minors, to inappropriate material on the Internet, and restrict their access to materials harmful to minors.

#### **General Use**

20. Use of educational, computer-based games must be approved by a supervising teacher and must be in support of district learning goals. All other computer-based games are prohibited.
21. Diligent effort must be made to conserve system resources. For example, users should frequently delete email and unused files.
22. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

From time to time, the district will make a determination on whether specific use of the system is consistent with the regulations stated above. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate their use furthers the purposes and goals of the district. For security and administrative purposes, the district reserves the rights for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity. Violation of any of the conditions of use may be cause for disciplinary action.

#### **DISTRICT RIGHTS**

**Chehalis School District reserves the right to:**

1. Monitor all activity of the district network.
2. Determine whether specific uses of the network are consistent with these acceptable use guidelines.
3. Log network use and monitor bandwidth usage and/or storage disk space utilization by users.
4. Deem what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Agreement.

6. Cooperate fully with any investigation concerning or relating to any district network activity.
7. Prioritize use and access to the system.

### **District Responsibilities / Limitations**

1. The district will take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and district files. The district will not guarantee that information on any computer system will be inaccessible by other users.
2. The district will attempt to provide error free and dependable access to technology resources associated with the district network. The district will not be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.

### **MATERIAL/PICTURES ON THE WEB**

Student pictures and material are published on the World Wide Web.

## **PUBLIC NOTICES SECTION**

### **CHEHALIS SCHOOL DISTRICT NONDISCRIMINATION STATEMENT**

Chehalis School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged 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.

Chehalis School District offers classes in many career and technical education (CTE) program areas, including Agriculture, Business and Marketing, Family and Consumer Sciences, Skilled and Technical Sciences, Health Sciences and STEM. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs.

El Distrito Escolar de Chehalis no discrimina en ningún programa o actividad por sexo, raza, credo, religión, color, origen nacional, edad, relebo honorario militar, orientación sexual, expresión o identidad de género, discapacidad o el uso de un Guía de perros entrenados o un animal de servicio y proporciona igual acceso a los Boy Scouts y otros grupos juveniles designados.

El Distrito Escolar de Chehalis ofrece clases en varias áreas con programas de educación vocacional y técnica (CTE), incluyendo Agricultura, Negocios y Mercadotecnia, Ciencias de la Familia y del Consumidor, Ciencias Técnicas y Calificadas, Ciencias de la Salud y STEM. La falta de dominio del idioma inglés no será una barrera para la admisión y participación en programas de educación profesional y técnica.

Los siguientes empleados han sido designados para manejar las preguntas y quejas de supuestas discriminaciones:

### **Discriminatory Harassment**

Discriminatory harassment is unwelcome conduct that is:

1. Directed toward a person based on a protected characteristic,
2. Sufficiently severe or pervasive;
3. Unreasonably interferes with a person's work environment or ability to perform job duties; and
4. The cause of an intimidating, hostile or offensive environment.

Examples of discriminatory harassment include, but are not limited to:

- Unwelcome jokes or comments about a legally protected characteristic (e.g., racial or ethnic jokes);
- Disparaging remarks to or about a person's legally protected characteristic (e.g., negative or offensive remarks or jokes about a person's religion or religious garments);
- Displaying negative or offensive posters or pictures about a legally protected characteristic;
- Physical conduct toward a person due to that person's legally protected characteristic;
- All communications, including those conveyed electronically, such as by email, telephone or voicemail, text messaging, or social media or other internet use, that directly or indirectly implicates a legally protected characteristic; or
- Any other unwelcome conduct that implicated a legally protected characteristic.

In most instances, discriminatory harassment does not include supervisory or evaluative practices.

### **Career and Technical Education Coordinator**

Donald Bunker

310 SW 16th Street; Chehalis, WA 98532

360-807-7235 email: [dbunker@chehalisschools.org](mailto:dbunker@chehalisschools.org)

## Section 504

### ADA Coordinator (Estudiantes de Educación Especializada)

Katie Howell

310 SW 16th Street; Chehalis, WA 98532

360-807-7245 email: [khowell@chehalisschools.org](mailto:khowell@chehalisschools.org)

### Civil Rights Compliance Coordinator

#### ADA Coordinator (Estudiantes/Personal de Educación Básica)

Leslie Wohld

310 SW 16th Street; Chehalis, WA 98532

360-807-7200 email: [lwohld@chehalisschools.org](mailto:lwohld@chehalisschools.org)

## **NONDISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE**

To ensure fairness and consistency, the following review procedures are to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No staff member's status with the district shall be adversely affected in any way because the staff member utilized these procedures. As used in this procedure:

"Grievance" shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any anti-discrimination law including Title IX regulations and Washington Administrative Code (WAC) 392-190, Section 504 of the Rehabilitation Act of 1973, 42 USC 12101 – 12213 Americans with Disabilities Act (ADA) or Title VII of the Civil Rights Act of 1964.

A complaint shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint to this and the following steps shall be taken:

### **COMPLAINT PROCEDURE:**

You can report discrimination, discrimination harassment and 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 at [www.chehalisschools.org](http://www.chehalisschools.org).

### **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 resolve your concerns.

### **COMPLAINT TO THE SCHOOL DISTRICT**

#### ***Step 1. Write Out 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](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit <http://www.k12.wa.us/Equity/Complaints.aspx>, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

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

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

**Washington State Human Rights Commission**

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

### **SPECIAL EDUCATION SERVICES**

The district recognizes that students whose disabilities adversely impact educational performance and who require specially designed instruction can improve their educational performance when they receive special education and related services tailored to fit their needs. Special education and related services may include psychoeducational assessments, counseling, speech/occupational/physical therapy, vision and hearing screening, preschool programming, and instruction from a teacher of the Deaf or blind.

Special education programs for eligible students are an integral part of the general educational programs of this district, and will be operated in compliance with federal and state requirements governing special education. The district will provide a continuum of placement options, which may include services within and outside the district depending on the student's needs.

Not all students with disabilities are eligible for special education services. The needs of students with disabilities will be addressed individually and, if appropriate, students will be provided accommodations or modifications required under Section 504 of the Rehabilitation Act of 1973 in accordance with district policy and procedures (Chehalis School District Board Policy 2161).

### **TITLE I, PART A, HIGHLY QUALIFIED TEACHERS AND PARAPROFESSIONALS**

Notification to parents informing them that they can request the following information regarding instructional staff who work with their children:

- Whether or not the child's teacher has met state certification for the grades and subjects s/he is teaching.
- Whether or not the teacher is working with an emergency or conditional certificate where state certification criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held, including the field of discipline of the certificate or degree.

- If the child receives instructional services from a paraeducator, the paraeducator’s qualifications.

### **ATTENDANCE LAW - PUBLIC NOTICE ON TRUANCY**

According to the Washington State Code as stated in Chehalis School District policy, parents of any child eight years of age and under eighteen years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such schools may be in session unless: the child is attending an approved private school, is receiving home-based instruction, or attending an education center as provided in chapter 28A.205 RCW. The Superintendent may grant exceptions under certain specified conditions. According to statute as stated in policy, any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school. Washington state's truancy law, known as the Becca Bill, requires the school/district and the juvenile court to take specific actions when youth are truant.

### **STUDENTS GENDER-INCLUSIVE SCHOOLS (BP3211) Required by RCW 28A.642.080**

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement. This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure. The superintendent will appoint a primary contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI. This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying, and discrimination. Legal References: RCW 28A.642 Discrimination Prohibition 20 U.S.C. §1232g, 34 C.F.R., Part 99 - Family Education Rights and Privacy Act

### **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING (BP 3207)**

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written message or image – including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or mental or physical disability, or other distinguishing characteristics, when an act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

#### **Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

#### **Training**

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers.

#### **Prevention**

The District will provide students with strategies aimed at preventing harassment, intimidation, and bullying.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of District policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

#### **Harassment, Intimidation and Bullying Compliance Officer:**

Trisha Smith, Assistant Superintendent  
310 SW 16th Street; Chehalis, WA 98532, (360) 807-7200

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

### **Parent/Student Rights in Identification, Evaluation and Placement**

The Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities. Section 504 requires that schools provide a full range of special accommodations/services, so that students may participate and benefit from public education programs and activities. Students may be considered disabled under 504 even though they may not require Special Education services pursuant to the Individuals with Disabilities Education Act (IDEA). (Board policy 2162)

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling conditions.
2. Have the school district advise you of your rights under federal law.
3. Receive prior notice with respect to actions regarding the identification, evaluation, or placement of your child. Parent consent must be obtained before initial evaluation and placement.
4. Have your child receive a free appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate.
5. Have your child educated in facilities and receive services comparable to those provided nondisabled students.
6. Have your child receive special education and related services if he/she is found to need them under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act and provide transportation as a related service when necessary as part of a student's accommodation plan.
7. Have evaluation, educational program, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of your child's education records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.

14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Executive Director of Student Support Services.
15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a local grievance.
17. Have your child receive accommodations under a Section 504 plan, if he/she has a physical or mental impairment that substantially limits a major life activity.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Executive Director of Student Support Services, phone number (360) 807-7245. The Executive Director of Student Support Services can provide 504 ADA information. (Board Policy 2162)

### **SEXUAL HARASSMENT NOTICE**

It is the policy of the Chehalis School District to maintain a positive and productive education and working environment free from discrimination, including sexual harassment. The District prohibits any form of religious, racial and sexual harassment or violence involving students, employees or others participating in school district activities. Engaging in harassment activities (including intimidation or bullying) will result in appropriate discipline or appropriate sanctions against offending students, staff, contracted Service providers, parents or others participating in school district activities. Incidents of harassment should be immediately reported to the building supervisor, if available, or to the District's Title XI/Sexual Harassment Compliance Officer, Tommy Elder, Assistant Principal/Athletic Director, 310 SW 16<sup>th</sup> Street, Chehalis, WA 98532, (360) 807-7200. All formal complaints shall be made in writing.

All certificated staff members share legal responsibility for reporting suspected child abuse including allegations of sexual harassment or inappropriate sexual relations with other students or adults.

References: Chehalis School Board Policies **5011**– posted in District buildings State of Washington Code of Professional Conduct

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) - PUBLIC NOTICE**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 of the day the School receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the record(s) 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 or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 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.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. 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); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an 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 education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Chehalis School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Chehalis School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Chehalis School District to include this type of



information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1) The Chehalis School District has designated the following information as directory information: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended.

In order to exercise refusal to release directory information, the school district, within ten (10) days of the publication of this notice, shall receive written refusal by the student's parent/guardian or student if he/she has reached the age of 18. Such written notice shall be addressed to the District's Title IX officer listed below:

**Title IX Coordinator Chehalis School District**  
Tommy Elder  
310 S. W. 16<sup>th</sup> Street Chehalis, Washington 98532  
360-807-7200

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**  
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901  
(Chehalis School District Board Policies 3230, 3231, and 4040)

### **PUBLIC NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Chehalis School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Chehalis School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Chehalis School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

The Chehalis School District has designated the following information as directory information: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended

In order to exercise refusal to release directory information, the school district, within ten (10) days of the publication of this notice, shall receive written refusal by the student's parent/guardian or student if he/she has reached the age of 18. Such written notice shall be addressed to the District's Title IX officer listed below:

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for

marketing purposes, and certain physical exams. These include the right to:

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).

Political affiliations or beliefs of the student or student’s parent;

1. Mental or psychological problems of the student or student’s family;
2. Sex behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of others with whom respondents have close family relationships;
5. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
6. Religious practices, affiliations, or beliefs of the student or parents; or
7. Income, other than as required by law to determine program eligibility.

**Receive** notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect**, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Chehalis School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Chehalis School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Chehalis School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Chehalis School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above. (Chehalis School Board Policy 3232)

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office**  
U.S. Department of Education 400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## **USE OF TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES**

The Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, “vapor pens,” non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine

substances; and any other smoking equipment, device, material or innovation. Any use of tobacco products and delivery devices by staff, students, visitors and community members will be prohibited on school district property. Possession by, or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles. The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Cross References: Board Policy 3200 Student Rights and Responsibilities

Board Policy 3241 Classroom Management, Corrective Actions or Punishments

Board Policy 3416 Medication at School

Board Policy 5201 Drug-Free Schools, Community and Workplace

Board Policy 5280 Termination of Employment

Legal References:

RCW 28A.210.310 Prohibition on use of tobacco products on school property

RCW 70.155.080 Purchasing, obtaining or possessing tobacco by persons under 18 –  
Civil Infraction - Jurisdiction

RCW 28A.210.260 Public and Private Schools – Administration of Medication – Conditions

RCW 28A.210.270 Public and Private Schools – Administration of Medication –  
Immunity from Liability - Discontinuance, procedure

### **INTEGRATED PEST MANAGEMENT NOTICE**

The Chehalis School District complies with all legal requirements for record-keeping regarding the application of pesticides to school grounds or school facilities and such records are available, upon request. At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application by posting a notice in a prominent place in the building and grounds. Following application, a sign shall be posted at the location of the application. The notice shall state the product name, date, time and specific location of the application, the pest for which the application was made, and a contact name and telephone number. The notice shall remain posted for 24 hours or longer, if required by the label of the pesticide. (Chehalis School District Board Policy 6895)

### **ASBESTOS PLAN NOTICE**

In compliance with federal EPA rules, the Board of Directors of Chehalis School District hereby notifies patrons that asbestos containing materials are present in Chehalis school buildings. The condition of asbestos is monitored every six (6) months to ensure that it does not pose a threat to children, staff and patrons. The locations of friable asbestos (able to crumble and release fibers) and encapsulated asbestos (sealed) are available, upon request. (Chehalis School District Board Policy 6890)

### **HOMELESS LIAISON NOTIFICATION**

Chehalis School District provides education to all students living within the district including homeless students, as part of the McKinney-Vento Homeless Act. Under this Act, homeless children are defined as "individuals who lack a fixed, regular and adequate nighttime residence." The Act provides examples of children who would fall under this definition:

- Children sharing housing due to economic hardship or loss of housing,
- Children living in motels, hotels, trailer parks or campgrounds due to lack of alternative accommodations,
- Children living in emergency or transitional shelters,
- Children awaiting foster care placement,
- Children whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations...

If you or someone you know in the Chehalis School District needs more information, please contact: Jayce Hinkle, Homeless Liaison, (360) 807-7200.