

# **Morgen Owings Elementary Lake Chelan School District**



**Family Handbook**

**2024-2025**

A printed version is available on request.

# Morgen Owings Elementary Staff

## Office Staff

Erin Morin	Principal
Todd Hausman	Associate Principal
Veronica Ruiz	Administrative Assistant
Shea Steenhard	Administrative Assistant
Erika Scroggie	Nurse
Rachael Jacobus	Counselor
Dianne Harris	Counselor
Juan Mendez	Migrant Advocate

## Kindergarten

Monica Anaya  
Carolyn Burdick  
Amanda Hale  
Chelsey Martin

## First Grade

Michael James  
Misty McHargue  
Sandra Perez  
Jenifer Rainville

## Second Grade

Melissa Collins  
Amber Corrigan  
Meghan Perry  
Jamie Smith

## Third Grade

Nikki Callero  
Jessica Hefley  
Sarah Todd  
Lizbeth Lopez-Vasquez

## Fourth Grade

Kristin Nelson  
Creighton Wright  
Yesenia Montes-Vieyra

## Fifth Grade

Michael Dols  
Amanda Phelps  
Ellen St. Jean

## Specialists

Kim Green	ELD Teacher
Mayte Castillo	ELD Teacher
Krystina Nelson	Librarian
Bob Soost	Music Teacher
Janelle Pinski	Occupational Therapist
Fran Oswald	Physical Education Teacher
Randy Silva	Physical Education Teacher
Madonna Carlton	Life Skills Teacher
Deena Jenkins	Special Education Teacher
Cristina Gutierrez	Special Education Teacher
Kari McClaren	Highly Capable/LAP Teacher
Jennifer Polley	LAP Teacher
Tonya Ward	Speech Therapist
Kris Austin	Information Technology

## Para Educators

Kristina Simpson  
Caryn Ludwig  
Kristin Kraus  
Lisa Gresham  
Consuelo Guzman Castro  
Shauna Ventimiglia  
Leonor Ramirez  
Esmeralda Lopez  
Anna Fernandez

## Kitchen

Julie Webster  
Tammy Jacobson  
Susy Galvan  
Ashley Waters  
Gilda Laughlin

## Custodians

Margarito Vieyra  
Chaise Alton  
Roberto Vieyra

# K-5 SCHOOL DAY

## School Hours

*Tuesday – Friday: 8:15 a.m. – 2:50 p.m.*

- Playground supervision available at 8:00 a.m.
- Breakfast begins at 7:50 a.m.
- First bell rings at 8:10 a.m. Morning announcements begin at 8:15 a.m.

*Monday Late Start: 9:30 a.m. – 2:50 p.m.*

- Playground supervision available at 9:00 a.m.
- Breakfast begins at 9:00 a.m.
- First bell rings at 9:25 a.m. Morning announcements begin at 9:30 a.m.

## Morning Drop Off System:

- If students are having breakfast, they are allowed to enter through the office or the back door.
- During the hours of 7:50 a.m. – 9:45 a.m. and 2:00 p.m. – 3:00 p.m., the front parking area is only for **parallel** loading and unloading of students. There is **NO** angled parking during these times.
- Parents please do not leave your car unattended. If you wish to park and bring your child in, please park by the community gym.

## During the Day:

- When dropping off items for your child during the school day, please leave the items at the front office. The items will be delivered to your child's classroom at an appropriate time so as not to interrupt learning.
- To maintain safety, when visiting MOE, you can only enter through the front doors. Please be sure to sign in and get a visitor pass.

## Afternoon Pick-up System:

- All student notes for bus and pick up changes are delivered at 2:00 pm. Bus changes can not be made after 2:00 pm.
- Students need to be picked up by 3:15 PM. The office staff is not always available to supervise students after school.
- The front parking area is only for **parallel** loading and unloading of students. There is NO angled parking during these times.
- Parents please do not leave your car unattended. If you wish to park, pick up your child, please park by the community gym.

# PRE-K SCHOOL DAY

## School Hours

*Tuesday – Friday only*

AM Session

8:00 AM - 11:00 AM

PM Session

11:45 AM - 2:45 PM

## Parent Teacher Conferences

Parent teacher conferences are a required component of the ECEAP preschool. Conferences are scheduled three times per year (November, February and June). Additionally, families are expected to attend three mentoring mobility conferences with the preschool Family Support Specialist. These meetings are intended to support families in identifying personal goals and monitoring progress toward completion.

## Food Service

Preschool meals are served in the MOE cafeteria.

## Transportation

Transportation is available for preschool students. Please contact Tammy Williams at the Lake Chelan Schools transportation department for additional information at 509-682-2442

## Special Events

September - Parent Orientation

December - Winter Music Program

June - End of Year Graduation

## Special Education

Child Find requires school districts to have a process for identifying and evaluating children who may need special education and related services, such as counseling or speech therapy. Even infants and toddlers can be evaluated. They could then receive help for learning disabilities and developmental delays through early intervention programs. These programs help parents find out if their young children are on track. Then, if needed, the programs can connect families with appropriate services early in the child's life.

# ATTENDANCE

Every absence, excused or unexcused, is a learning opportunity lost and can have significant impacts on a student's success in school and life. A student who misses 18 or more days in a school year—just two days a month—for any reason is considered chronically absent. Chronically absent students are more likely to fall behind in reading and math and less likely to graduate from high school. Addressing chronic absenteeism and developing good attendance habits is a solvable problem for which we all share responsibility.

Classroom teachers will make every effort to provide missed work for an absence; however; it is important to remember that skills presented in class can seldom be mastered by completing a worksheet. Parents should call early in the school day to give the classroom teacher reasonable notice to have work ready to be picked up in the office at the end of an excused absence day. According to the Compulsory School Attendance Law, RCW 28A.225, parents have the legal obligation to ensure that their child attends school on a regular basis.

If a child is not at school, we request that a parent notify the office before 9:30 a.m. The office will be contacting the parents of absent children when a phone call is not received.

After an absence, a student should bring a note from home explaining the absence if the parent has not previously called regarding the absence. The note should be dated and signed by the parent and should state the number of days absent and the cause of the absence.

A request for an extended absence from school for non-illness or non-emergency reasons must be completed by parents prior to the absence. These absences may be considered unexcused. Forms are available in the school office.

Students not meeting attendance expectations will first have an attendance contract with the school that identifies further steps if attendance does not improve. Students on attendance contracts will be referred to the Chelan community truancy board if attendance does not improve (BECCA laws identify students with 7 unexcused absences in a month or 15 unexcused absences over a year as triggers for interventions). Students that continue to have attendance issues after the community truancy board will be referred to the Chelan County Juvenile Court for truancy.

## **ATTIRE**

Personal appearance can have a positive effect on children. It is important that staff and students dress in a manner that promotes productive behavior and learning. Appearance and attire should be clean and within the bounds of decency, health, and safety. Students whose dress or appearance is disruptive to the educational process or a health or safety concern may be asked to change their clothing before taking part in classroom activities. It is helpful for parents to assist their children in choosing proper clothes to wear.

Physical education is part of our education program; children need to be dressed so they may actively participate in these activities. For health and playground safety, it is recommended that students wear sturdy shoes and socks to school. High heels, flip-flops, and open toe footwear may increase your child's risk of injury on the playground.

## **BEHAVIOR**

We use a system called Positive Behavioral Interventions and Supports (PBIS) to support academic, social and emotional learning. The core principles of PBIS are: Be Respectful, Be Responsible, Be Safe. Our staff works to build relationships with students and families. We view every mistake as a learning opportunity and that includes human behavior. Continual teaching and practicing combined with acknowledgement or feedback of positive student behavior reduces challenging behavior and promotes a climate of safety and belonging. The more we teach our students what appropriate

behavior looks like and catch them doing it, the better problem solvers and communicators our students will be. Our job is to help them understand that “Good citizens respect the rights of others.” However, when student behavior becomes disruptive to the learning environment, or infringes upon the rights of others, students may be subject to school disciplinary action. In all such cases, a student and his/her parents are entitled to their due process rights as outlined in school board policy and state law.

## **TELECOMMUNICATIONS DEVICES**

Students in possession of telecommunications devices, including, but not limited to, watches, and cellular phones, while on school property or while attending school-sponsored or school-related activities shall observe the following conditions:

- A. Telecommunication devices shall be turned on and operated only during non-instructional time periods, unless an emergency situation exists that involves imminent physical danger or a school official authorizes the student to use the device.
- B. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.
- C. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district.
- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which shall only be returned to the student’s parent or legal guardian.
- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.
- F. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events.
- G. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
- H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

Student abuse or misuse of school technology will be assessed at the discretion of the school administration and may result in one or more of the following penalties:

- Students may face disciplinary action assigned by the administration, including a hearing with the student's parents.
- Students may be required to make full restitution to Lake Chelan School District for resources consumed.
- Students may face other legal action including action to recover damages.
- Students may be referred to law enforcement agencies

This is a summary of the Lake Chelan School District Bring Your Own Device (BYOD) Procedure 2022 BYOD. To see the procedure in its entirety, please see the Lake Chelan School District Policy and Procedures at [www.chelanschools.org](http://www.chelanschools.org).

## CLASSROOM CELEBRATIONS & SAFE SNACKS

Traditionally, various celebrations at school have been accompanied by treats provided by families. With food allergies being so numerous in our district, we must be careful to ensure our students stay safe at school. The Lake Chelan School District Board of Directors have approved this new appendix as an addition to our already stated in *Policy and Procedures 3420*, it shall clarify the procedures that must be followed when food and beverages are brought into the Elementary and/or Preschool for group consumption. The procedure language is as follows:

1. All food and/or beverage intended for group consumption during the school day will need to be **checked in through the school nurse** before distribution in the classroom.
2. All food brought into the Preschool and/or Elementary school for group consumption by the students during the day will be commercially prepared and clearly labeled with ingredients. Foods that are without labels will not be accepted.
3. All food brought into the Elementary and/or Preschool for group consumption by the students during the school day will need to be sealed in the original container it was purchased in.

## COMMUNICATION

Please encourage your children to bring home all newsletters and school notices. We make every effort to keep you informed about school activities. Your child's school will send communication home in a timely manner concerning upcoming events.

The newsletter and other district information can be found on our district's website at [www.chelanschools.org](http://www.chelanschools.org). School news is also available through such sources as Facebook, Twitter, and local newspapers.

The district uses an automated message system to communicate with families. Messages are sent out in both English and Spanish. The program is only effective if the school has updated and accurate phone numbers and email address. Please notify the office immediately with any phone number and email changes.

You can also obtain school closure information at [www.chelanschools.org](http://www.chelanschools.org). The district's school messenger system will be used to communicate events, important information, and emergency information to our families. It is important that your current and primary phone/email information is up to date so you receive this information in a timely manner.

## **DRUG FREE SCHOOL POLICY**

It is the policy of Lake Chelan School District and Morgen Owings Elementary School, as well as state law, that our school is a drug free school. It is the intent of the law and the policy that no use of drugs or alcohol is permitted on school grounds at any time, including after school, evening and weekend activities.

NOTE: The football field as well as the school grounds of any district building is subject to enforcement of the laws. Adults as well as students are subject to enforcement according to the law. Students will be subject to consequences outlined in the discipline policy.

## **FIELD TRIPS**

Field trips may be used to supplement and enrich the curriculum. Parents are always notified in advance of each field trip. A blanket Field Trip Permission Slip is sent home at the beginning of the year. This form will be kept on file and will allow students to participate in school-sponsored "walking" field trips. Students without a signed blanket Field Trip Permission Slip on file will need to return a signed form for each trip.

Field trips that will be taken on a school district bus will require a specific Field Trip Permission Slip. Teachers will send home information in advance along with the form. Students that DO NOT have a signed permission form will NOT be allowed to attend the field trip.

Parent chaperones are frequently needed to assist with field trip supervision. All chaperones must be approved through the volunteer application process for the current year. This process can take up to 2 weeks.

## **NON-CUSTODIAL PARENTS**

The school district assumes that non-custodial parents have all rights and privileges of custodial parents unless presented with a certified copy of a court order or a decree limiting those rights.

## **LOST/FOUND OR DAMAGED SCHOOL PROPERTY**

Articles of clothing or other items found on school grounds are brought to the Lost and Found. Lost and Found is located in the front entrance. If your child loses an item, encourage him/her to check the Lost and Found. Parents are welcome to check the Lost and Found for missing articles. At the end of each month, unclaimed articles are given to worthy organizations.

The school is not responsible for lost or stolen items that your child brings from home. Children are encouraged to leave all toys and possessions not necessary for learning at home.

Students and parents are responsible for library books, textbooks and other school property. Report cards will be issued when books and property are paid for or returned in good condition. Appropriate fines will be levied to compensate for lost or damaged materials.

## PARENT INVOLVEMENT POLICY

Morgen Owings Elementary Title I Parental Involvement Policy reflects federal and state guidelines and encourages the involvement of parents to act as advisors and as a resource in the following ways:

1. To ensure that parents of participating children have an adequate opportunity to participate in the planning, designing, and implementation of the Title I Program, Morgen Owings Elementary will convene a meeting in the fall to:

- review purpose, goals, and strategies to be used in the program and the school-wide model
- provide an explanation of the requirements and rights for all parents
- provide a description and explanation of the curriculum used in the program
- provide parents with a copy of the parent involvement policy as well as school policies and procedures
- develop a school-parent-student compact that outlines how parents, and the entire school staff, and students will share the responsibility for improved student achievement by developing a partnership to assist students in achieving high standards.

2. Provide parents with information relating to their child's progress on an ongoing basis.

- parents will be informed four times during the school year through progress reports and report cards.

3. Conduct conferences with parents to discuss their child's progress:
  - discuss the proficiency levels that students are expected to meet
  - discuss individual strengths and needs of the student
  - discuss progress and placement of the student
  - share and discuss the student's learning plan
4. Provide support for parental involvement activities as parents may request:
  - Discuss with parents their needs and desires relative to meetings and parent involvement activities.
5. Provide information to the extent practicable or programs and activities in a language and form that parents understand:
  - Survey parents to ascertain any needs for communication in a language other than English
  - Solicit feedback from parents to ascertain effectiveness of written and oral communication.
6. Annually assess through consultation with parents the effectiveness of the parent involvement program and determine what action, if any, should be taken to improve the policy.

**At Morgen Owings Elementary School, in order to further enhance parent involvement we will work to ensure that:**

*Communication between home and school is regular, two-way, and meaningful:* Effective communication requires school-initiated contact with the parent and parent-initiated contact with the school where both parties provide vital information about a child's strengths, challenges, and accomplishments. To effectively communicate, both parties must be aware of and considerate of issues such as cultural diversity, language differences, and appropriate steps must be taken to allow clear communication.

*Responsible parenting is promoted and supported:* The family plays a primary role in a child's education, and schools must respect and honor traditions and activities unique to a community's cultural practices and beliefs. Parents are linked to programs and resources within the community that provide support services to families.

## **PROGRESS REPORTING/CONFERENCES**

An important goal of Morgen Owings Elementary is to collaborate with families to support your child's learning. Informal communication with our students' families will occur regularly through the use of e-mail, phone calls, notes and classwork folders being sent home. Formal written progress reports are sent home four times during the year.

Formal parent conferences are scheduled for all students in October. Additional conferences may be scheduled at the request of the parent or teacher. If you have any questions pertaining to your child's progress or the instructional program that he/she is involved in, please do not hesitate to contact your child's teacher and request a conference.

# SCHOOL BUS SAFETY

In order to assure safe transportation to and from school, responsible student behavior is extremely important on the school bus. Please discuss the bus passenger rules and procedures with your child. Your child should appreciate the important part he/she plays in accomplishing SAFE and EFFICIENT district transportation.

Your child should understand that riding a school bus is a privilege conditioned on appropriate, safe, respectful behavior. Unruly conduct on the bus is a very real risk to the safe operation of a school bus. Your cooperation in communicating this important message would be most appreciated. If you need to get a hold of the Bus Garage for any reason please call them at **509-682-2442**.

## At the Bus Stop

Students are expected to be at the bus stop 5 minutes before the bus is scheduled to arrive; however; students who arrive too early tend to have problems caused by too much unsupervised time. Please work with your student to develop a schedule, which will allow them to arrive at the bus stop on time, but not so early as to create a problem at the bus stop. While waiting at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could injure themselves or others. Students are expected to respect others' property, however, but stops are not supervised and parents are responsible for supervision until students are under the supervision of the driver. When the bus approaches, students must observe the instructions of the driver. This is particularly important in the winter when slick road conditions exist.

## Driver Authority

The driver has full authority over the passengers on the bus. Seating assignments may be necessary to assure passenger safety. If a student demonstrates inappropriate behavior, the parent will be contacted to assist the student to modify the behavior concern.

All children are expected to ride their assigned bus regularly. If it is necessary for your child to ride a bus, other than the regularly assigned one, please contact the school office at 682-4031. A bus pass will be made out in the office for the child to give the bus driver.

## Boarding/Departing Bus

It may be necessary to cross the road to board the bus. Students are expected to observe the driver's instructions and always cross in front of the bus with the aid of the flashing stop sign lights and crossing arms.

## Passenger Conduct

Safe, respectful conduct is expected of all passengers to insure safety:

- Follow the driver's instructions when first requested.
- Remain seated at all times and sit facing forward.
- Respect others and their property
- Keep your hands, feet, and objects to yourself.

- Keep the noise level down.

Serious or persistent violations offensive to, or endangering the safety of others will result in progressive discipline. The age and experience of the student will help determine how many progressive steps are appropriate. Certain activities may result in immediate suspension from bus riding privileges. These include but are not limited to:

- Fighting on the bus
- Throwing objects in or out of the bus
- Possession of dangerous weapons or articles
- Destroying or defacing district or private property
- Using of sparking devices
- Smoking, or use possession of drugs, alcohol or any form of tobacco
- Obscene gestures or profanity directed at the bus driver or others
- Any body part extended outside of the bus

## SCHOOL MEAL PROGRAM

	Reduced K-3	Reduced 4-12	Regular K-5	Milk	Adult
Breakfast	Free	Free	Free	Free	\$3.50
Lunch	Free	Free	Free	Free	\$5.00

Lunch money can be added to your child’s account at the front office or online. Parents can also track student lunch accounts on Family Access. If your account has not been set up, please contact the MOE office.

Menus are available on the district website. Menu items may vary on occasion.

Late Start Monday	K	1	2	3	4	5
Breakfast	9:00 AM – 9:30 AM	9:00 AM – 9:30 AM	9:00 AM – 9:30 AM	9:00 AM – 9:30 AM	9:00 AM – 9:30 AM	9:00 AM – 9:30 AM
Lunch	11:00 AM – 11:20 AM	11:15 AM – 11:35 AM	11:30 AM – 11:50 AM	11:45 AM – 12:05 PM	12:10 PM – 12:30 PM	12:25 PM – 12:45 PM

Tuesday - Friday	K	1	2	3	4	5
Breakfast	7:45 AM – 8:15 AM	7:45 AM – 8:15 AM	7:45 AM – 8:15 AM	7:45 AM – 8:15 AM	7:45 AM – 8:15 AM	7:45 AM – 8:15 AM
Lunch	11:00 AM – 11:20 AM	11:15 AM – 11:35 AM	11:30 AM – 11:50 AM	11:45 AM – 12:05 PM	12:10 PM – 12:30 PM	12:25 PM – 12:45 PM

## STUDENT HEALTH

Morgen Owings Elementary has a full-time school nurse on campus. Realizing that bumps and scrapes do occur during the year, the nurse has Band-Aids, ice packs and other supplies available to take care of minor injuries. If a student is injured at school, the nurse, office personnel or the principal will administer first aid. The parents will be contacted in those cases, which are serious enough to warrant communication. If the parent is unable to be reached, the emergency numbers, which have been provided by the parents, will be called to find someone to pick up the child. If necessary, 911 will be called. Your assistance in providing complete information on the enrollment and health history form, and keeping it updated is appreciated. If your child has any special health considerations or food allergies, please share that information with your child's teacher, the school office, and/or the school nurse. Please notify the school nurse if your child has a change in health status during the school year.

If your child shows signs of illness before school, he/she should not be sent to school. It is seldom that a child improves on the way to school and a day at home can often be preventative medicine. Children who become ill, or have symptoms of illness (vomiting, diarrhea, fever of 100.0 or above, at school will be sent home after parents/guardians have been contacted. It is recommended that students who have been ill should stay home until symptoms of illness, fever; vomiting, diarrhea, etc. are gone for **24 hours without the use of symptom relieving medicines.**

### Medication

It is the policy of Lake Chelan School District and Washington State Law not to give any medication (prescribed or over the counter) to students at school except at the request of **both the physician and the parent.**

When it is necessary for the staff to administer medication to a child during the school day, these procedures are to be followed:

- a. The parent/guardian obtains the Authorization for Medication at School form. Forms are available in the school office.
- b. The parent/guardian sends or takes the form to the health care provider for orders and signature.
- c. The parent will complete the bottom of the form and sign it.
- d. The parent/guardian will bring the completed form and the needed medication to school. **(Students are not allowed to transport medication to school.)** The medication must be in the original container, properly labeled and have a maximum of twenty-day dose.
- e. Parents/guardians must bring in refills for students if needed.

## STUDENT INFORMATION

Most information about the Lake Chelan School District students cannot be made public without consent of parents or guardians. Federal law prohibits schools from releasing information without permission, except for what is termed "directory information." Directory

information about students may be released by the district without parental consent. The school district will not release directory information for commercial purposes.

Directory information is defined as the student's name, photograph, address, grade level, dates of attendance, participation in officially recognized activities and sports, dates of attendance, diplomas and awards received and the most recent school attended. Photos of students are sometimes used in district or school produced publications for use by the news media. The district takes special care not to identify the photographed students by name in most cases. However, published photos in yearbooks, student/school newspapers, school handbooks, etc., are considered public domain and can be reproduced by the media.

Parents/guardians who do not want their student directory information released need to notify the school office in writing. If you have questions, please contact the school office.

## **THREAT/THREAT ASSESSMENT**

Students may not threaten to hurt or kill another student or threaten to cause damage to the school. As in airports and other public places, these kinds of words, joking or otherwise, are not allowed. The safety of students is our top priority at school. Threats to kill or cause bodily injury to people or destroy property will be taken seriously. Depending on the seriousness and nature of the threat, a student may be detained, sent home from school or emergency expelled while a threat assessment is completed. Police may be contacted.

## **TOYS**

All toys and personal items should be kept at home except items brought for "Show & Tell" purposes with advanced permission given by the teacher. These items should remain in the classroom. Toys can cause a disruption to learning and are often lost or stolen. Morgen Owings Elementary does not accept responsibility for personal items that are lost or broken at school.

## **VOLUNTEERS & VISITORS**

Parents/guardians are encouraged to visit school to observe and assist in classes. Your child's teacher may have special activities to which parents are invited. Please refer to your classroom newsletters for times and dates. Please check with the child's teacher as to the best time to visit. All visitors are asked to check in at the school office prior to going to their child's classroom.

All parent/community volunteers are required to complete a Volunteer Packet. A new packet needs to be completed yearly. Packets are available in the school office. For the safety of students and staff, a completed background check and attending an information volunteer meeting are required prior to volunteering at Morgen Owings Elementary. The volunteer meeting with the school administrator(s) may be scheduled with the MOE office. Volunteers are required to check in and out with the office. Visitors are also required to wear a badge while at school.

# WALKING SCHOOL BUS ROUTES

Beginning this school year, students who live within a reasonable distance from school must walk to school or be transported by family, rather than ride the bus. The reasons for this change are:

1. to promote a healthy lifestyle
2. to reduce pollution (emissions from buses)
3. to improve transportation efficiencies
4. to comply with state bus boundary directives

MOE students who live within these boundaries can safely walk to school in 5 or 10 minutes. If you need more information regarding boundary lines or bus routes, times and stops, please call the bus garage at **509-682-2442**.



## TITLE I PARENT INVOLVEMENT NOTIFICATION

Parent Involvement Studies show that parental involvement in their child's education is a critical factor for success. In fact, a home environment that encourages learning is more important for student achievement than income, education level or cultural background. Children whose parents are involved in their education go farther in school. The earlier you get involved in your child's education, the more effect it has on their success. That involvement can be as simple as talking about school. Children who talk regularly about school with their parents perform better academically. Other important activities are to actively organize and monitor your student's time and help them with homework. Reading is particularly affected by home activities. The most important activity parents can do for their child's reading success is to read aloud to them. One great way to get involved with your child's education is to participate in a Parent-Teacher Association (PTA) or building parent advisory committees.

### **Title I Parental Involvement Policy 4130**

A. 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:

1. Play an integral role in assisting their child's learning;
2. Are encouraged to be actively involved in their child's education at school; and
3. 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;

B. The board of directors adopts as part of this policy the following guidance for parent involvement. The district will:

1. 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;

2. 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.

3. Build the school's and parent's capacity for strong parental involvement;

4. 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, or state-run preschools;

5. 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

6. 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.

Federal law requires that parents be notified annually of the district parent involvement policy. This policy is reviewed and revised through feedback by parents each year. The district parent involvement policy is accessible online at [www.chelanschools.org](http://www.chelanschools.org), located in the "For Parents" tab. For further questions on this policy, please contact the Title I Director, Mr. Kirk Marshlain at (509) 682-3515 or [marshlaink@chelanschools.org](mailto:marshlaink@chelanschools.org).

## **WEAPONS POLICY**

Any Lake Chelan School District Student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420 with notification to parents and law enforcement. The superintendent of the Lake Chelan School District may modify the expulsion of a student on a case-by-case basis under RCW 28A.600.010. "Violations involving a gun or other weapon result in a minimum one calendar year expulsion (RCW9.41.280)

**\*Compliance with these standards is mandatory.**

## Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

### What is HIB?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

### How can I make a report or complaint about HIB?

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (<https://app.eduportal.com/share/02121986-8a7f-11e6-bc13-00155d645900>) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer, Jenann Ross at [rossj@chelanschools.org](mailto:rossj@chelanschools.org), that supports prevention and response to HIB.

### What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

### What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

### What are the next steps if I disagree with the outcome?

#### **For the student designated as the “targeted student” in a complaint:**

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

#### **For the student designated as the “aggressor” in a complaint:**

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can,

however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage at [chelanschools.org](http://chelanschools.org) or the district's *HIB Policy [3207] and Procedure [3207P]*.

## **Our School Stands Against Discrimination**

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

### **What is discriminatory harassment?**

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

*To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit [chelanschools.org](http://chelanschools.org).*

### **What is sexual harassment?**

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

*To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit [chelanschools.org](http://chelanschools.org).*

### **What should my school do about discriminatory and sexual harassment?**

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

### **What can I do if I'm concerned about discrimination or harassment?**

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Jenann Ross, Director of Human Resources and Payroll, 309 E. Johnson Ave. Chelan WA 98816, [rossj@chelanschools.org](mailto:rossj@chelanschools.org), 509-682-3515

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Jenann Ross, Director of Human Resources and Payroll, 309 E. Johnson Ave. Chelan WA 98816, [rossj@chelanschools.org](mailto:rossj@chelanschools.org), 509-682-3515

Concerns about disability discrimination:

Section 504 Coordinator: Kirk Marshlain, Director of Student Services and Inclusion, 309 E. Johnson Ave. Chelan WA 98816, [marshlaink@chelanschools.org](mailto:marshlaink@chelanschools.org), 509-682-3515

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Jenann Ross, Director of Human Resources and Payroll, 309 E. Johnson Ave. Chelan WA 98816, [rossj@chelanschools.org](mailto:rossj@chelanschools.org), 509-682-3515

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

### What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

### What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the Lake Chelan School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

### I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

### Who else can help with HIB or Discrimination Concerns?

#### **Office of Superintendent of Public Instruction (OSPI)**

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](http://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

#### **Washington State Governor's Office of the Education Ombuds (OEO)**

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

#### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: [ocr@ed.gov](mailto:ocr@ed.gov)
- Phone: 800-421-3481

## Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will: Address students by their requested name and pronouns, with or without a legal name change; change a student's gender designation and have their gender accurately reflected in school records, allow students to use restrooms and locker rooms that align with their gender identity; allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity; keep health and education information confidential and private; allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender; and protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211] and Procedure [3211P], visit [chelanschools.org](http://chelanschools.org). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Jenann Ross, Director of Human Resources and Payroll, 309 E. Johnson Ave. Chelan WA 98816, [rossj@chelanschools.org](mailto:rossj@chelanschools.org), 509-682-3515

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 18.