



## MEDICAL LAKE SCHOOL DISTRICT No. 326

P.O. Box 128, Medical Lake, WA 99022  
Phone (509) 565-3100 Fax (509) 565-3102

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### **Annual Notifications**

State or Federal Law requires these annual notifications. Please read through this information carefully and if you have questions, please call our Educational Support Services office at 565-3145. We always strive to provide accurate and timely communication.

#### **Homeless Assistance**

Students who become homeless may receive assistance to remain at their school as well as receive other assistance. Please contact the school counselor or our Homeless Liaison at 565-3100.

#### **Policies and Procedures**

Parents and other members of the public have the right to request policies and procedures and any required evaluations, plans, and reports relating to the Special Education Part B Program. Requests may be sent in writing to Director, Educational Support Services, Medical Lake School District, P.O. Box 128, Medical Lake, WA 99022.

#### **Special Education Public Participation Information**

Those interested in attending a meeting and/or reviewing the IDEA application and related surveys and reports may call the Educational Support Services office at 565-3145 for specific information.

#### **Notification of Rights Under the Family Educational Rights and Privacy Acts (FERPA) for Elementary and Secondary Institutions**

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:

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 school 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.

The right to request the amendment of the student's education records that the parent or eligible student believes is 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 school principal and 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.

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. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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 20202-4605.

\*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within five business days. RCW 42.17.320. For further information regarding FERPA or for other questions for special needs students, please call the Educational Support Services office at 565-3145.

### **Child Find Screening**

Medical Lake School District provides a preschool screening clinic for those who live in this district. The screening is offered at no cost to all children birth through five years of age in order to prepare for their future educational needs.

Appointments are necessary. If you would like more information about the screening or would like to make an appointment to have their preschooler screened, please contact Educational Services office at 565-3145. The screening takes about two hours to complete. During this time, children will be given free vision, hearing, speech, language, and developmental checks. Even very young children can be tested in some of these areas.

While the child is being screened, parents will be asked to provide general information on their child’s development. Their baby book or calendar may be helpful to parents in answering some of the questions. Results of the screening will be provided to parents after the screening has been completed.

### **Use of Tobacco Products Prohibited**

Current school laws of the State of Washington and Medical Lake School District policy prohibit the use of tobacco in any form on school district property. The Board of Directors and your school staff realizes that this will be an inconvenience for some patrons. Thank you for your cooperation and understanding.

### **Firearms or Dangerous Weapons Prohibited**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school provided transportation, or areas of other facilities being used exclusively for school activities.

### **Asbestos Hazard Emergency Response Act (AHERA)**

In compliance with federal legislation, the Medical Lake School District has contracted with accredited personnel to complete AHERA inspections and management plans for all district buildings. The inspection discovered some friable and, or, non-friable asbestos containing building materials (ACBM) in district buildings. Friable ACBM has been removed, encapsulated, encased, or otherwise protected in accordance with federal AHERA and state WISHA laws. Non-friable ACBM are being regulated in accordance with all federal and state laws.

All friable and non-friable ACBM discovered during the inspections are recorded in the AHERA management plan along with the approved response actions for each. Copies of the AHERA inspection report and management plan for the entire school district are available for public review at the administration office during regular business hours. Each school office also has available a copy of their respective building report. All questions regarding asbestos in the school district should be directed to Gary Hartman, maintenance supervisor at 565-3135.

### **Pesticide Notification**

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 in writing, including the heading, “Notice: Pesticide Application.” This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency

application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, "Notice: Pesticide Application," and 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.

Following the application of a pesticide to school grounds, notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children. All pesticides and herbicides used in the District are filed in the maintenance office. If you have any questions please call 565-3135.

### **Nutrition Services Information**

Students in families that qualify for reduced price meals will now be able to receive a breakfast at no cost. Middle and high school students can pick up menus at the office. The high school also displays their menu on the TV in the cafeteria. Menus will be e-mailed to parents and can also be found on our web page. Please see the Nutrition Services tab on our website at [www.mlsd.org](http://www.mlsd.org). If you would like more information, please call Nutrition Services at 565-3131.

### **Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that school districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. Medical Lake School District has designated the following information as directory information:

Student's name	Address/Telephone listing
Electronic mail address	Grade level
Honors and awards received	Photograph
Date and place of birth	Dates of attendance
Weight /height of members of athletic teams	Most recent previous school attended
Participation in officially recognized activities/sports	

If you do not want Medical Lake School District to disclose directory information for your child you must notify the District in writing within 30 days of the start of the school year.

### **Title I**

Schools that have a free/reduced lunch percentage at or above the district average qualify for additional funding through a Title I federal grant. Funds are used to support qualified struggling students in reading and/or math. Title I information is available from the school office.

### **District Complaint Procedures**

Anyone can file a citizen complaint. There is no special form or need to know the law that governs a federal program to file a complaint. Complaints should first be directed to your child's teacher or principal. If you feel this has not yielded the desired results, contact the district's Title IX/RCW 28A.640 compliance officer and/or Section 504/ADA coordinator, Timothy D. Ames at (509) 565-3100.

(the following is from OSPI's website)

Here is an overview of the citizen complaint process: 392-168 WAC, Special Service Programs—Citizen Complaint Procedure

STEP 1 Use Your Local Process First

STEP 2 File a Citizen Complaint Through OSPI

<http://www.k12.wa.us/title/> (file a citizen complaint is in the lower left corner)

STEP 3 Mail or Fax Your Written Citizen Complaint to OSPI

Office of Superintendent of Public Instruction

Attn: Citizen Complaint-Title I, Part A

P.O. Box 47200

Olympia, WA 98504

Fax: (360) 586-3305

### **Highly Qualified Staff**

Medical Lake School District ensures you that teachers and para educators are “Highly Qualified” to be in the classrooms. Teachers must have: at least a Bachelor’s Degree, Washington State Teaching Certificate and be endorsed in the areas they are teaching. Para educators must have: High School diploma or equivalent, two years college or certification of passing a competency exam. Parents have the right to request this information from Kimberly Headrick, Assistant Superintendent of Teaching and Learning at (509) 565-3100.

### **Highly Capable**

Medical Lake School District welcomes nominations from parents, teachers and community members on the Highly Capable Program. Students nominated will be screened and results will be shared with the parent/guardian by the district Assistant Superintendent of Teaching and Learning. For more information please contact Kimberly Headrick, (509) 565-3100.

### **Non-Discrimination**

Medical Lake School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, economic status, gender, sexual orientation including gender expression or identity, pregnancy, familial status, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX/RCW 28A.640 compliance officer and/or Section 504/ADA coordinator, Timothy D. Ames at (509) 565-3100.

### **Americans With Disabilities Act (ADA)**

Individuals with disabilities who may need a modification to participate in programs and/or meetings held in the District should contact the school or district office location no later than three (3) days prior to the program/meeting so that arrangements for modification or accommodations can be made.

## **Students With Disabilities**

Board Policy and Procedure 2162 and 2162P addresses education of students with disabilities as it pertains to the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Questions pertaining to IDEA or Section 504 should be directed to Educational Support Services (509) 565-3145.

## **Prohibition of Harassment, Intimidation and Bullying**

Medical Lake School District is committed to an environment for all students that is free from harassment, intimidation and bullying. Harassment, intimidation and bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. Any complaints or concerns regarding harassment, intimidation and bullying can be directed to Kimberly Headrick (509) 565-3100.

## **Sexual Harassment**

Medical Lake School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities. Informal and formal reporting procedures can be found on the district website (district/forms & policies/policies) Sexual Harassment of Students Policy 3205 and Procedure 3205P and Harassment of District Staff Policy 5011 and Procedure 5011P.

## **COMPLAINT PROCEDURE FOR DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT**

### **What is discrimination?**

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

### **What is a protected class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

### **How do I file a complaint about discrimination?**

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of the school district's nondiscrimination procedure, visit [www.mlsd.org](http://www.mlsd.org) **district/forms & policies/policies** or contact the school district at **(509) 565-3100**.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator. This is often the fastest way to resolve your concerns.

**Timothy D. Ames, P.O. Box 128, Medical Lake, WA 99022 ~ (509) 565-3100**

### **Step 1: Complaint to the School District**

In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination.

It is also helpful to include what actions you would like the district to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

### **Step 2: 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. At the hearing, you may bring witnesses or other information related to your appeal.

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 OSPI.

### **Step 3: Complaint to OSPI**

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within **20 calendar days** after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

*E-mail:* [Equity@k12.wa.us](mailto:Equity@k12.wa.us)

*Fax:* (360) 664-2967

*Mail:* OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](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).