



# 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 Administration Office at (509) 565-3100. 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 (509) 565-3124.

## **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, Student 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 Student Support Services office at (509) 565-3145 for specific information.

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

The Washington State Governor's Office of the Education Ombuds (OEO) is an independent state agency that helps to reduce educational opportunity gaps by supporting families, students, educators, and other stakeholders in communities across WA in understanding the K-12 school system and resolving concerns collaboratively. OEO services are free and confidential. Anyone can contact OEO with a question or concern about school.

OEO listens, shares information and referrals, and works informally with families, communities, and schools to address concerns so that every student can fully participate and thrive in our state's public schools. OEO provides support in multiple languages and has telephone interpretation available. To get help or learn more about what OEO does, please visit our website: <https://www.oeo.wa.gov/en>; email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov), or call: 866-297-2597 (interpretation available).

## **Notification of Rights Under the Family Education 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.]

**Data-Sharing with Higher Education** RCW 28A.150.515 and RCW 28B.10.041 require that school districts submit directory information for high school students and their parents/guardians to OSPI. "Directory information" means the names, addresses, email addresses, and telephone numbers of students and their parents or legal guardians. OSPI is required to make this information available to institutions of higher education for the purpose of informing students of postsecondary educational opportunities available in the state. Institutions of higher education for this purpose are Central Washington University, Eastern Washington University, The Evergreen State College, University of Washington, Washington State University, Western Washington University, Washington State Community and Technical Colleges, St. Martin's University, and Heritage University.

Students or their parents/guardians may opt-out of having this data shared.

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 (509) 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 (509) 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 and Nicotine Products Prohibited**

Current school laws of the State of Washington and Medical Lake School District Policy 4215 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 Medical Lake School District Policy 4210 and state law (RCW# 9.41.280) 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 ACM 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 Andrew Mills, maintenance supervisor at (509) 565-3136.

### **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 (509) 565-3136.

### **Nutrition Services Information**

Students in families that qualify for reduced price meals will now be able to receive 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 Food Services tab on our website at [www.mlsd.org](http://www.mlsd.org). If you would like more information, please call Nutrition Services at (509) 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, Dr. Kimberly Headrick 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 Robert Haugen, 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 Director of Teaching and Learning. For more information please contact Robert Haugen, (509) 565-3100.

### **Non-Discrimination**

Medical Lake School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender 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. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator, [civilrights@mlsd.org](mailto:civilrights@mlsd.org)  
116 W Third St, Medical Lake, WA 99022 (509) 565-3100

Title IX Coordinator, [titleix@mlsd.org](mailto:titleix@mlsd.org)  
116 W Third St, Medical Lake, WA 99022 (509) 565-3100

Section 504/ADA Coordinator, [section504@mlsd.org](mailto:section504@mlsd.org)  
116 W Third St, Medical Lake, WA 99022 (509) 565-3100

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view online at [www.mlsd.org](http://www.mlsd.org) (district/nondiscrimination notice).

### **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 Robert Haugen (509) 565-3124.

### **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 (our district/forms and policies/policies and notices) Sexual Harassment Policy 6590 and Procedure 6590P.