

Columbia School District No. 400

Annual Legal Notices

Child-Find Notice

The 2004 Individuals with Disabilities Education Act requires all school districts to locate, evaluate and provide services for infants, toddlers, preschoolers and school-age children between the ages of birth and 21, who may have a disability. If you are concerned about your infant, toddler or preschooler's development or if you have a school-age child or adolescent who is having learning or behavioral difficulties, contact the Special Services Secretary at 509-545-8571.

Highly Capable Program

The Columbia School District offers a variety of learning opportunities for students identified as Highly Capable. According to WAC 392-170-042, individual plans are developed to help each qualifying student excel. The District also offers enrichment activities for students in kindergarten through grade 8 and honors/advanced placement classes at the high school level. Please contact the principal at your child's school if you believe he or she may qualify to be part of the districts Highly Capable Program.

Family Educational Rights and Privacy Act

Per school district Policy #3231, the following information may be released by the district unless a student's parents/and or guardian requests in writing that such information may not be released: Student name, address & phone number, date & place of birth, participation in officially recognized activities & sports, weight & height of members of athletic teams, dates of attendance, awards received, photographs & other similar information.

Attendance Law

The law requires that schools track unexcused absences for students and work with parents to develop a plan when a student has two unexcused absences in one month. If a student has five unexcused absences in a month or 10 in a school year, the school district shall file a petition for civil action with the Juvenile Court.

The definition of an excused absence is: illness or health condition; family emergency; religious observance, (when requested by a parent); school-approved activities; some disciplinary actions or short-term suspensions, as required by law; or family-approved activities.

Please call the school office as soon as you know that your child will not be attending school, and please do

everything you can to schedule appointments outside of school hours. If you do not call, your school will try to verify your child's absence by contacting you. If you cannot be contacted, the absence is considered unexcused.

Harassment, Intimidation & Bullying Statement

The Columbia School District is committed to a safe and civil educational environment for all students that is free from harassment, intimidation or bullying. In order to ensure respect and prevent harm, it is a violation of district Policy #3207 for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process.

If your child feels he/she has been harassed or bullied, the incident(s) should be reported immediately to a teacher, counselor, or principal. Children bullied on the bus may report information to the Transportation Director.

The complete text of Policy #3207: Prohibition Against Harassment, Intimidation, and Bullying, and Policy #5011: Sexual Harassment can be obtained online at [>>Board>>Policies](http://www.csd400.org).

Sexual Harassment

Columbia School District is committed to providing a positive and productive working and educational environment free from discrimination, including sexual harassment. The Columbia School District prohibits sexual harassment of students, employees and others involved in District activities. Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a state or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, or female to female.

The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement and/or Child Protective Services (CPS). Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone who engages in sexual harassment on school property or at school activities will have his or her access to school property and activities restricted, as appropriate. Sexual harassment recognition and prevention information is included in staff and student handbooks and is also available online at www.csd400.org.

Non-Discrimination Notice

Columbia 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 or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Columbia High School offers classes in many career and technical education program areas under its open admissions policy. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer, Joan Dove, or Section 504/ADA Coordinator, Zachary Carpenter, at Columbia School District, 755 Maple Street, Burbank, WA 99323, (509) 547-2136.

Individuals who believe they have been discriminated against in any of the District's educational programs, activities, services, etc., can file a discrimination complaint with the building principal or the district's Title IX Officer, Joan Dove. For additional information on the appeal process please refer to: [>>Board>>Policies](http://www.csd400.org) and see Policy #3210/P and Policy #5010/P.

Columbia School District No. 400

Annual Legal Notices

Individuals with Disabilities Education Act (IDEA)

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

Free & Reduced Lunch Program

The District provides daily nutritious meals that include a variety of fresh fruits and vegetables. Meals must be paid for in cash; no credit can be extended. You may also pre-pay meals online through your child's Skyward account. Applications for the Free and Reduced Meal Program are available in each school or on the district web site at [>>District>>Student/Family Forms](http://www.csd400.org). Free and Reduced applications must be completed annually. Families whose applications have not been approved for the current school year by October 15th will revert to full paid meals status and pay for all school meals that their students eat from that day until an application is approved.

Menus are published on school web sites. You are welcome to have lunch with your child in the school cafeteria. Please call the school ahead of time to make arrangements.

Complaint Procedure

Do you have a concern about your student's school? Columbia School District employees will make every effort to work with you to resolve concerns or issues. The first step is to contact the people closest to the situation, such as the teacher and/or the school principal. If you are not satisfied, your next step is to discuss it with someone at the district level, then finally with the school board. District officials and Board members will not act on anonymous complaints. If you are unsure who to contact or have any questions, please contact the district office at 509-547-2136.

Life Threatening Conditions

If your child is diagnosed with a life-threatening condition (LTC), please contact the school nurse to set up a meeting to establish a care plan. This critical plan must be in place before the student can start school each year, and is for your child's safety. The plan helps inform school staff how to properly respond should your child have a medical issue. If a student with an LTC participates in a sport or extracurricular activity, it is the

parent/guardian's responsibility to inform the coach/instructor about the student's health condition and to ensure that all necessary emergency medications, emergency plans and Health Care Plan (HCP) orders are in place. Students with an LTC are required to have an emergency plan in place and medication available at all times.

Student Immunizations

Immunizations are required for all students enrolling in public school. Immunization requirements vary depending on age and grade level. Contact your child's health care provider, school nurse or the Walla Walla County Health Dept. if you have questions regarding your child's immunization status. The State of Washington has provided an exemption option for parents/guardians who have personal, religious or medical objections to immunizations. Contact the school nurse for details.

Pest Management

The Columbia School District will provide a healthy environment for students, staff and members of the community who use school properties. The District will utilize customary and effective practices to control structural, nuisance, and landscape pests. The District will manage pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks. Non-chemical pest management methods will be implemented whenever feasible. When the use of pesticides, including herbicides, is indicated, efforts will be made to schedule the application after school hours. A notice will be posted in the vicinity where the application has occurred.

Asbestos Hazard Emergency Response Act (AHERA) Environmental Protection Agency (EPA) 40 CFR Par 763

The EPA requires Columbia School District to notify the school community that asbestos building materials are present in the middle school building. The District has taken steps to provide for safety of students, staff, and parents related to such materials. Asbestos building materials are safe when they are maintained in a stable condition. The District's asbestos management program consists of surveillance, inspections, response actions, records, and training for maintenance

and custodial staff. The results of inspections and management plans may be found at the middle school and the district office and are available for inspection by any interested party.

Athletic Events

To ensure that Columbia School District fans and visitors can fully enjoy home athletic events—and to ensure everyone's safety—anyone below high school age will only be allowed into high school athletic facilities if accompanied by a responsible adult. Tickets for high school games will only be sold to adults or those with high school identification. Adults must purchase tickets for any youngsters they bring to the games, and those children must sit with those adults during the game.

McKinney-Vento Act

Any child or youth, including unaccompanied youth, who lacks a fixed, regular and adequate nighttime residence is considered homeless and McKinney-Vento eligible for assistance and services. This includes children and youth who are temporarily sharing housing with others due to economic hardship, those who are living in motels, campgrounds, emergency shelters, cars, or other similar settings, those in transitional housing programs, and those awaiting permanent foster care. Contact Zachary Carpenter at (509)545-8571 for additional information.

Teacher Qualifications

Under federal law, parents and guardians are entitled to request information about the professional qualifications of their child's teachers. Such requests can be made to the school principal.