

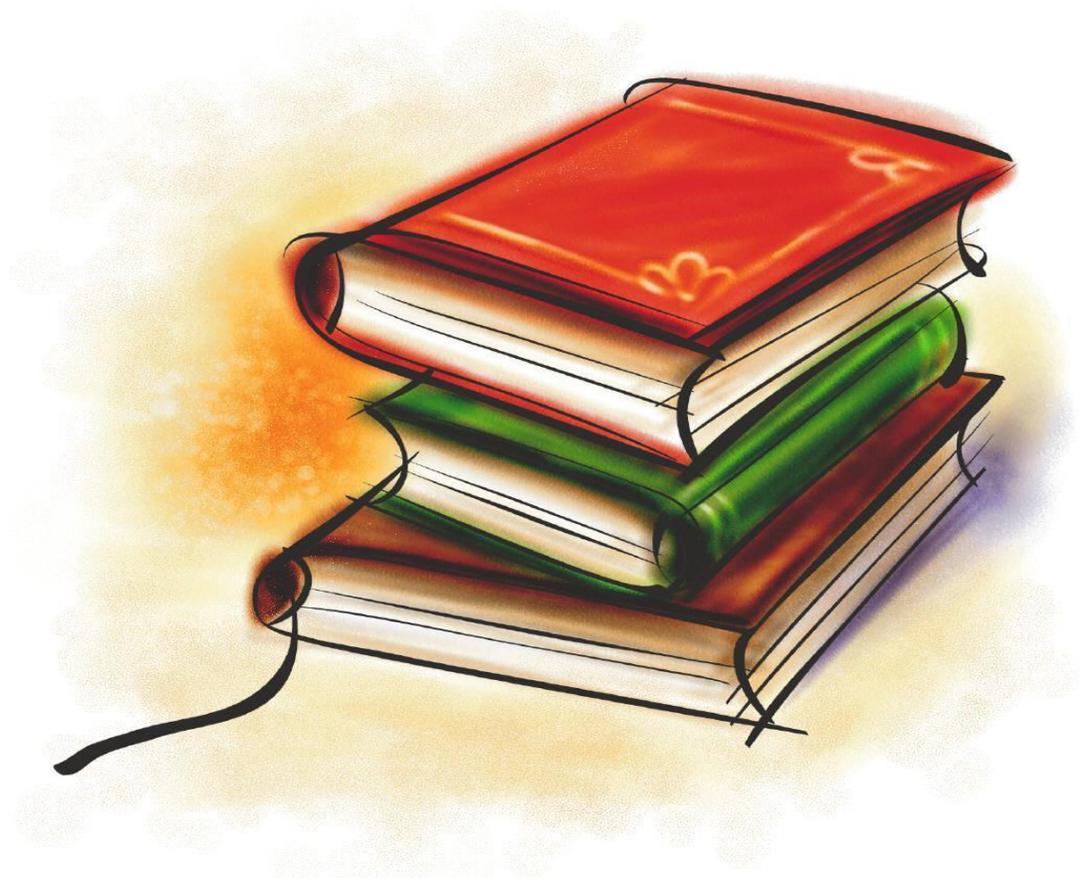
**ORCHARD PRAIRIE
SCHOOL DISTRICT
Parent/Student Handbook
2021-2022**



**7626 N. Orchard Prairie Rd.
Spokane, WA 99217
509-467-9517
Orchardprairieschool.org
Suzanne Savall, Superintendent
ssavall@orchardprairie.org**

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School Overview

Orchard Prairie Staff

Suzanne Savall , Superintendent - ssavall@orchardprairie.org

Heather Roark, Secretary - hroark@orchardprairie.org

Kelli Payne, Distinct nurse - kpaine@orchardprairie.org

Kirsten Schierman , Kindergarten teacher - kschierman@orchardprairie.org

Julia Fox, First and second combination class teacher - jfox@orchardprairie.org

Kayla Fitting, third, fourth, and 7th grade teacher - kfitting@orchardprairie.org

Janet Isherwood, 5th, 6th, and 7th grade teacher - thowe@orchardprairie.org

Meagon Harrington - Title I Math and Reading teacher - mharrington@orchardprairie.org

Toree Howe - Third and 4th grade math teacher and math Title I teacher - thowe@orchardprairie.org

James Fitting- Special Ed Teacher and Health & Fitness teacher - jfitting@orchardprairie.org

Brittany Thompson- bus driver and special ed para-educator

Cynda Weitz - Enrichment and Title I paraeducator

Mission Statement

Orchard Prairie will create authentic learning opportunities for our students through rigorous academic work and encourage creative thinking. We will inspire all students to achieve academic excellence and become responsible citizens. Orchard Prairie will create authentic learning opportunities for our students through rigorous academic work and encourage creative possible citizens.

Vision Statement

Our school and community will work together to build a caring, safe, equitable and fun learning environment in which academic and behavioral expectations are set high, helping all students to succeed.

Beliefs

We are committed to:

- **Promoting high achievement** and academic success through collaboration and shared decision making with stakeholders
- Creating a **nurturing, safe, and supportive** atmosphere
- Providing **data driven** instruction
- Differentiating **instruction to meet the needs** of all students
- Seeking and implementing **innovative teaching** techniques to promote academic excellence
- Implementing **research-based** best practices that support critical thinking and problem solving
- Utilizing current **technology** to enhance the quality of instruction

Pride Expectations

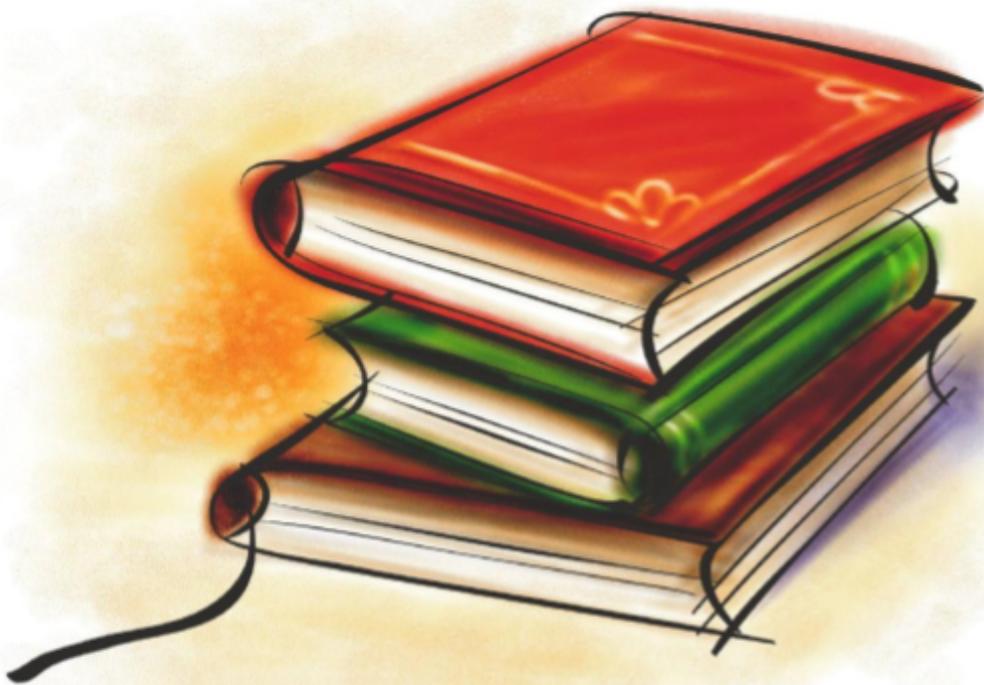
Practise Safety

React responsibly

Improve daily

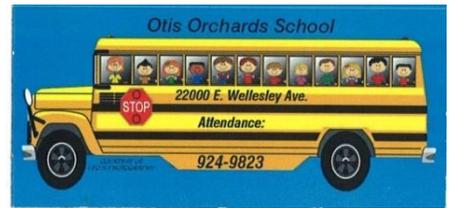
Develop skills for success

Education is important



General Procedural Information

Attendance Procedures & Policy



ABSENTEEISM POLICY

Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.

WHAT WE NEED FROM YOU:

If your child is going to be absent, please notify the school at **(509) 467-9517**. In order for an absence to be considered excused, notification to the school office must be made within **3 days of the absence**. Notification shall include the child's name, date(s) absent, and the reason for the absence. Any absence for which the school does not receive appropriate notification will be considered unexcused. Parents, please do your best to schedule all appointments before or after school. If your child needs to be released early for an appointment or afterschool plans have changed, please call 467-9517 by 1:30. ***Please schedule vacations around school breaks. This February's mid-winter break is a wonderful time for your family to take a vacation.**

OUR PROMISE TO YOU:

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from school, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.

- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.
- Although your student may not be assigned homework on a regular basis, please encourage your child to spend some time each night reading, writing, studying math facts, reviewing for tests, etc. Teachers may offer specific suggestions for evening activities in their monthly/weekly newsletters or class dojo.

Full Day Absence. A full day absence is defined as a student missing 50 percent or more of their scheduled day

The compulsory attendance law of the state of Washington requires that any child, pursuant to RCW 28A.225, must attend school full time when school is in session, unless the child is enrolled in an accredited private school, an educational center, or is receiving home-based education. Based on RCW 28A.225.030, a petition must be filed with the Juvenile Court if a student has 5-7 unexcused absences within a year. They will be referred to the Community Alliance Review Board (CARB).



LATE ARRIVALS/TARDINESS

Students arriving late (after 9:00 AM) to school must report to the office to be counted in attendance before going to class. A note from the parent/guardian explaining the reason for the late arrival is required. **Parents of students who have 10 or more tardies in a semester will be required to meet with the superintendent to discuss the reasons for the tardies and to develop a plan for improvement.**

INCLEMENT WEATHER PROCEDURES

In the event of hazardous weather, school may be cancelled or scheduled to begin late. Our Instant Alert system or Skyward system will send a telephone message and/or email message to each household listed. Local radios, TV stations, and social media will carry information about changes in the school schedule. Inclement weather during the school day may cause the District to dismiss school early. In addition to our alert systems, our staff will contact parents/guardians at a work or other emergency number so arrangements may be made to pick up students.

Behavior Expectations

Schools provide an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the

school grounds, while traveling to and from school, and at events where the school is represented.

Having clear school wide expectations and knowing which behaviors are acceptable helps create a positive and respectful environment. We believe all adults are teachers for all children at Orchard Prairie. All adults are expected to give feedback to any student as appropriate.

DRESS CODE

We ask your cooperation in helping your child to choose appropriate clothing and shoes while at school. The following items are not allowed at Orchard Prairie:

- Flip-flops or wedge heels
- Shorts or skirts above ‘fingertip length,’ this includes shorts for Health & Fitness
- Shorts or leggings should be worn under dresses/skirts
- Short shirts, showing mid-line
- Spaghetti strap shirts or dresses.
- Open toed shoes must have heel strap
- Hoodies on sweatshirts may not be worn over the head in school.
- Baggy pants that hang low and show under-garments.
- Clothing depicting or alluding to violence, prejudice, alcohol, cigarettes, drugs, or with an inappropriate connotation.



PERSONAL PROPERTY, including ELECTRONIC DEVICES/CELL PHONES

Students are encouraged not to bring toys, cell phones or ipads onto school property. If a device is brought to school, it must remain off and out of sight **at all times**. Any student found using a cell phone or any unapproved electronic device on school property during the instructional day and on the school bus shall have the device confiscated. Students bringing electronic devices to school do so at their own risk. ***Orchard Prairie School District is not responsible for lost or stolen electronic devices.***



BUS PROCEDURES

Bus routes are listed on the orchardprairieschool.org website under the resources tab. Copies are also available at the school. The bus driver has the responsibility of transporting the children to and from school each day in a safe manner. Therefore, it is critical that all children follow the rules that have been established by Orchard Prairie. When a child’s conduct is excessively disruptive or endangers the others riding the bus, he/she may be excluded from the bus until the district can be assured of acceptable behavior.

For safety reasons, riders are expected to follow the expectations below for riding the school bus. Please read them carefully. Please be reminded that **school bus riding is a privilege**; any infraction of the rules may result in discontinuation of bus riding privileges. Please view the [school bus disciplinary procedures on the website under resources.](#)

Orchard Prairie

Bus Expectations



P practice Safety	<ul style="list-style-type: none">• Stay in your line.• Sit on your pockets.• Keep masks on at all times.• Stay in your assigned seat.• At the bus stop and when exiting the bus, cross in front and wait for the driver's signal.• Keep hands, feet, and objects in the bus.
R eact Responsibly	<ul style="list-style-type: none">• Keep food, paper, and writing materials in your backpack.• Any technology is not allowed.• Give the other's arm's distance space while entering and leaving the bus.• Give others space in line.
I mprove Daily	<ul style="list-style-type: none">• Model correct bus and line behavior for others.• Books and flashcards are allowed out of the backpack.
D evelop Skills For Success	<ul style="list-style-type: none">• Use a level one voice.• Follow the driver's directions the first time.
E ducation Is Important	<ul style="list-style-type: none">• Be on time.• Use respectful language.

CHANGE OF ADDRESS/PHONE NUMBER

It is vital to be able to contact parents/guardians via phone, email and mail regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the year, please notify the school office at 509-467-9517 so that this information can be updated immediately.

EDUCATIONAL RECORDS REQUESTS

Requests by parents/guardians for information regarding their children's educational records should be made to the office at least two (2) days in advance. This includes requests for student transfers and requests to view your child's record. It is important to be mindful that requests to the school may not be able to be fulfilled immediately.

FIELD TRIPS

School sponsored field trips are designed to complement the curriculum and are related to the Standards of Learning taught. A field trip permission form will be sent home on the first day of school and must be completed by the parent/guardian. **Students may not attend without a signed permission form.**

- ❖ A Parent/Guardian will be notified of each field trip.
- ❖ Some field trips may require a nominal fee for student participation.
- ❖ Parent/guardian may be required to escort a child on a field trip due to his/her behavior.
- ❖ In some cases a student may be denied going on a field trip; should this occur, the parent/guardian will be notified.

LOST & FOUND

The lost and found bin is located in the lower level of the school. Please check our lost and found often. Articles found in the building or on school grounds should be turned into the office. Articles not claimed by the end of each trimester will be donated to charitable organizations. To assist in recovery of lost items, please ensure items have your child's name written on them.

RELEASING OF STUDENTS

Students will only be released to the parent/guardian or listed as an emergency contact in Skyward. In addition, the school follows all custody and court orders relating to the student, provided we have a current court document with a judge or magistrate's signature.



SCHOOL HOURS

School hours are from 8:35 AM to 3:10 PM

Arrival: 8:35 AM – 8:45 AM

PLEASE DO NOT DROP OFF YOUR CHILD AT SCHOOL BEFORE 8:35 AM.

Drop-Off Procedure: Parents/guardians must stay in one line as they pull into a parking lot. The first three families may drop off their children in front of the school. **Do not pull out of the line if a family is taking more time to leave the vehicle. You may risk hitting a student.**

Dismissal: Begins at 3:08 PM

Students **riding the bus** will be dismissed from class at **3:08** to board the bus. The bus leaves promptly at 3:10.

Students being picked up will exit the buildings and line up by classroom. Staff will help students to line up by the three cones for parents to pick up students. A very efficient system has been developed and this process moves quickly. Please wait in the line as children enter the family vehicle. Do not pull to the left of the line to leave the parking lot.

TELEPHONE USE



Student use of the office phone is limited to urgent situations. Heather will be happy to take any important messages and deliver them to your child. Also, parents should avoid calling the school requesting to speak with students.

VALUABLES

Please do not allow your child to bring large amounts of money and/or other valuable items to school. Orchard Prairie School District is not responsible for lost or stolen items.

VISITORS



For the safety and protection of the students and staff, all visitors must ring the bell at the main entrance or call 509-467-9517. All persons entering the building must report to the office and sign in. This includes parents and volunteers. At the end of the visit, visitors are to sign out with the nearest staff member.



Health

ADMINISTERING MEDICATION ON FIELD TRIPS

If your child is administered medication at school daily, when attending a field trip the nurse will send a single dose of the medication with the teacher or instructional assistant who has received training from the school nurse. If your child uses a multi-dose inhaler at school, the one you provided will be sent on the field trip. The only medications that can be given on field trips are the ones for which a permission form, signed by the doctor and parent, is on file with the school nurse.

Epinephrine Pen (Epi-Pen)– If your child has a severe allergy that requires use of the epi-pen while on a field trip, they will have to go to the hospital emergency room for follow-up care. The student's emergency field-trip form will cover ambulance transportation; however, an adult, who is related to the student, will have to provide authorization for the emergency room to treat your child. For this reason, it is requested that you or another responsible adult family member accompany the student on the field trip. If this is not possible, a school employee who is trained in anaphylaxis and epi-pen administration will be assigned to accompany the student on the field trip.

HEALTH SERVICES

The school clinic is operated by a school nurse only two days a week. On days when nurse Kelli is not in the building, Heather will be administering health related services. Parents are called if their child has a fever or appears to be suffering from an illness or injury. **To ensure prompt notification it is critical that all emergency forms are current.**

COVID-19 guidelines

Orchard Prairie will adhere to the requirements of the Washington Department of Health now and throughout the year. These requirements apply equally to private schools, and are mandated by law through the authority of the Governor. [We invite you to read these requirements in full](#), and we have provided key highlights below:

- For the start of the school year masking is required indoors regardless of vaccination status. **Masking is not required outdoors.** If a student has a medical exemption from wearing a face mask, they may apply for an accommodation from a physician to wear a face shield instead.
- 100% of all staff are fully vaccinated.
- At this time, **no daily attestations are required**, however the expectation is that families will continue to complete temperature checks and health screening to monitor for any sign of illness. If you have questions about potential symptoms, call or email Heather or Kelli, our school nurse. All emails are posted on our website orchardprairieschool.org.
- The Department of Health advises 12 year old students to be vaccinated in order to promote individual and public health. Vaccination provides students the very best opportunity to avoid interruptions to attending classes.
- Unvaccinated students who are in close contact with an infected person will be required to quarantine or participate in COVID test screening. Testing negative will enable a student to remain in classes.
- Vaccinated students who are in close contact with an infected person will not be required to quarantine. Proof of student vaccination will need to be provided to the school.
- The school will accommodate students who are absent due to illness or quarantine by providing packets and math and reading on-line assignments.

LIMITED PHYSICAL ACTIVITIES

If a health condition prevents a student from participating in physical activities over an extended period of time, a note from the doctor indicating the limitation is required. For a student to be excused from physical education or recess for a short period (up to three days) due to a temporary illness or physical condition, a written request from the parent is sufficient.

MEDICATION POLICY

Medication must be kept in the nurses clinic and administered by the school nurse or Heather to give medication in the nurse's absence. Guidelines for administering prescription medication within school are as follows:



1. A Request for Medication Administration form (available in our office) must be completed and signed by the student's doctor/dentist and parent.

2. All medication must be brought to school in the original container. Prescription medication must have the student's name, physician's name, drug name, and dosage.
3. Medications must be brought to school by the parent/guardian and not the student
4. The law allows for students to carry inhalers and epi-pens during the school day if the licensed health care professional and parent state this in writing on the authorization form. The school nurse will also be part of this decision.
5. These guidelines refer to all medications, including cough drops, pain relievers, eye, ear or nose drops.

SCHOOL MEALS



A breakfast and lunch, including milk, are available to ALL students each school day at no cost to families for the 2021-22 school year. West Valley School District will be preparing and delivering the meals daily. A menu will be sent home at the beginning of each month, and orders for meals each week are due the previous Tuesday. In order to be reimbursed by the Seamless Summer Option (SSO), we must have an accurate count of the meals that are distributed to students to claim reimbursement through SSO. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/ parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Breakfast is served from arrival to 10:15 and lunch is served from 11:30 - 12:00. Students will pick up their meals in a central location in the school and eat them in their classroom. If a student prefers to bring their own lunch, bags/lunch boxes should be marked with the child's name and teacher name. **Lunch from home may not include soda or sugary drinks.** If you have any questions please call Heather or Ms. Savall at 509-467-9517, we are here to help.

FOOD/MILK ALLERGIES

If a student is allergic to a certain food and or dairy item, we are required to have documentation from the physician in order to make substitutions.

STUDENT BIRTHDAYS AND CLASSROOM PARTIES

Please contact your child's teacher to set up a time to deliver treats to their classroom. Parents may stay and help distribute the treats. It's highly encouraged to bring nutritious treats. Baked goods must be store bought. **Please remember to ask your child's teacher about possible food allergies.**

WELLNESS POLICY

Wellness Policy Statement: The Orchard Prairie School District recognizes the link between student learning and a healthy lifestyle.



Nutrition Guidelines

Beverages	--100% fruit juices-maximum size of 8 fl. oz. --Water/flavored water with no added sugar --Low –fat or nonfat milk.
Celebrations	--- Must be commercially packaged foods containing a nutrition label listing all ingredients. (must meet above standards)

PARENT TEACHER ORGANIZATION (PTO)

The PTO at Orchard Prairie is a very important support system. It is an enthusiastic group that works diligently to promote the welfare of our students and the mission of the school. Please join our PTO and help us have 100% parent participation! Forms will be sent home in the beginning of the year packet.

OPSD District Volunteer Policy

We value the volunteer services of parents/guardians. During the school year, there will be opportunities for volunteers to support school programs. Beginning in October 2021 district volunteers are required to apply with the district before they start volunteering. Applications and further information will be found on the district website under the Resources tab at that time. The application process involves a criminal history screening, and form completion. After your application is processed, your name will be passed on to Heather Roark who will contact you as soon as possible. Opportunities to volunteer will be posted on the orchardprairieschool.org website.

Emergency Drills



Several times during the school year, the students will practice evacuation, earthquake, active shooter, lock-in and lockdown drills. Drills will be conducted on a monthly basis from September through June. These drills prepare students in the event of an emergency.

CALENDAR	M	T	W	Th	F	ORCHARD PRAIRIE SCHOOL DISTRICT 2021-2022
			1	2	3	1st First Day of School
SEPTEMBER	6	7	8	9	10	6th NO SCHOOL Labor Day
	13	14	15	16	17	17th Early Dismissal 11:30 AM Professional Development
	20	21	22	23	24	20th School Board Meeting 5:30 PM
21 Days	27	28	29	30		
					1	15th Early Dismissal 11:30 AM Professional Development
OCTOBER	4	5	6	7	8	18th School Board Meeting 5:30 PM
	11	12	13	14	15	
21 Days	18	19	20	21	22	
	25	26	27	28	29	
	1	2	3	4	5	
NOVEMBER	8	9	10		12	11th NO SCHOOL Veteran's Day
	15	16	17	18	19	15th School Board Meeting 5:30 PM
19 Days	22	23	24	25	26	17th-23rd Early dismissal 11:00 AM Parent/Teacher Conference
	29	30				24th Early Dismissal 11:30 AM
						25TH-26TH NO SCHOOL Thanksgiving Break
DECEMBER			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	17th Early Dismissal 11:30 AM
13 Days	20	21	22	23	24	20th-January 3rd CHRISTMAS BREAK
	27	28	29	30	31	20th School Board Meeting 5:30 PM
	3	4	5	6	7	
JANUARY	10	11	12	13	14	3rd SCHOOL RESUMES
	18	19	20	21	22	14th Early Dismissal 11:30 AM Professional Development
20 Days	24	25	26	27	28	17TH NO SCHOOL Martin Luther King Jr. Day Observed
	31					24th School Board Meeting 5:30 PM
	1	2	3	4		
FEBRUARY	7	8	9	10	11	
	14	15	16	17	18	18th Early Dismissal 11:30 AM Professional Development
15 Days	21	22	23	24	25	21st-25th NO SCHOOL Mid-Winter Break
	28					28th School Board Meeting 5:30 PM
	1	2	3	4		
MARCH	7	8	9	10	11	18th Early Dismissal 11:30 AM Professional Development
	14	15	16	17	18	21st School Board Meeting 5:30 PM
22 Days	21	22	23	24	25	25th Early Dismissal 11:30 AM Professional Development
	28	29	30	31		28th -31st Early Dismissal 11:00 AM Parent/Teacher Conferen
					1	
APRIL					3	1st Early Dismissal 11:00 AM Parent/Teacher Conferences
	11	12	13	14	15	4th-8th NO SCHOOL Spring Break
16 Days	18	19	20	21	22	15th Early Dismissal 11:30 AM Professional Development
	25	26	27	28	29	18th School Board Meeting 5:30 PM
	2	3	4	5	6	
MAY	9	10	11	12	13	13th Early Dismissal 11:30 AM Professional Development
	16	17	18	19	20	16th School Board Meeting 5:30 PM
20 Days	23	24	25	26	27	27th NO SCHOOL Snow Day
	31					30th NO SCHOOL Memorial Day
			1	2	3	
JUNE	6	7	8	9	10	
	13	14	15	16	17	16th Graduation
13 Days	20	21	22	23	24	17th Last Day of School 11:00 AM DISMISSAL
	27	28	29	30		20th School Board Meeting 5:30 PM

Approved by Board of Directors on June 21st, 2021

2021-2022 Grading Term & Conference Schedule

K- 7 Grading Term	K-7 Conferences
September 1-November 15	<p style="text-align: center;"><u>Fall</u> November 17-23</p> <p style="text-align: center;"><u>Spring</u> March 28-April 1</p>
November 16-March 21	
March 21-June 15	

Conferences

Conferences are scheduled twice a year. It is important for the parents/guardians to attend conferences to discuss student progress and school programs. Please avoid scheduling family vacations during this time. We have half-day conferences during each conference week, with students attending school in the morning, so teachers may not be able to postpone or reschedule for another time. Additional conferences may be held any time that the parents or teachers feel one is needed. *****Teachers are not available for drop-in conferences before, during, or after school.***** The time set aside before and after school is for teachers to prepare for classes.

School Opening and Closing Times 2021-2022

<u>Daily Schedule</u>	
8:00	Office opens
8:35	Breakfast Before the Bell is available for students riding the bus to take to their classroom
8:36	Families may begin dropping off students. They may grab breakfast and enter the classroom.
8:45	Learning begins!
10:10	All school morning meetings on Mondays and Fridays
10:15 – 10:30	K – 7 th grade recess
11:45 - 12:10	K - 2nd grade lunch
12:00 – 12:20	3rd – 7 th grade lunch
12:10- 12:40	Kindergarten – 2nd grade recess
12:20 - 12:55	3rd - 7th grade recess
3:08	Bus riders dismissed
3:10	Bus leaves the school
3:12 – 3:25	Students being picked up by families are dismissed and picked up.
4:00	Office Closes
<u>Schedule for Early Release Days</u>	
11:10-12:25	K-6 Lunch and recess
12:30	K-6 dismissal

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 fewer than three (3) days prior to the program/meeting so that arrangements for modification or accommodations can be made.

STUDENTS WITH DISABILITIES

Policy and Procedure No. address 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 the Special Programs Department at 509-467-9517.

MCKINNEY-VENTO HOMELESS EDUCATION ACT

The McKinney-Vento Homeless Education Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students.

Defining Homeless

- The McKinney-Vento Act defines homeless children as “individuals who lack a fixed, regular, and adequate nighttime residence.” The act provides examples of children who would fall under this definition:
- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason.
 - Children and youth living in hotels, motels, trailer parks, or camp grounds due to lack of alternative accommodations
 - Children and youth living in emergency or transitional shelters
 - Children and youth abandoned in hospitals
 - Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train station.
- Migratory children and youth living in any of the above situations
- For questions about the McKinney-Vento Homeless Education Act, please call Orchard Prairie School District at 509-467-9517. The McKinney-Vento Liaison is Meagon Harrington.



HOMESCHOOLING DECLARATION REQUIRED

In compliance with state law, parents providing home-based instruction to their children must file a Declaration of Intent with their local school district by September 15th, or within two weeks of the beginning of any public school quarter or semester. Parents living in our district may request this form

from the Administration Office, 7626 N. Orchard Prairie Rd. Spokane, WA. 99217 or by calling 509-467-9517.

TITLE I/LEARNING ASSISTANCE PROGRAM(LAP)

Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to states and school districts to meet the needs of educationally at-risk students. The goal of Title I is to provide extra instructional services and activities which support students identified as failing or most at risk of failing the state's challenging performance standards in mathematics, reading and writing.

LAP programs serve eligible students who need academic support for reading, writing, and math or who need readiness skills to learn these core subjects. With a special emphasis on reading literacy in the early grades, schools use their state LAP funds to deliver supplemental services that give these students the strong start they need for academic success.

For questions regarding either of these programs, please call the District Office at 509-467-9517.

SPECIAL EDUCATION-CHILD FIND

“Child Find” refers to the process of locating, identifying, and evaluating children with disabilities to ensure that they receive services to which they are entitled. Children and youth, ages birth to 21, living in the Orchard Prairie School District, who are suspected of having a disability may be referred for a possible evaluation to determine if they are eligible for special education services. If your family is living in a temporary situation, you may contact the district where you are staying to attend a screening.

Who To Contact

Preschool Children: If you are aware of a preschooler, from birth through 5 years old, who has or may have a developmental disability, please call 509-467-9517.

School age children and youth: If you have a child already in Orchard Prairie who may be in need of special education services, please call the school directly and ask to speak with your child's teacher, counselor, or superintendent.

Students in private schools: If a student lives in the Orchard Prairie School District but attends a private school in another district, he or she may be referred for a possible evaluation and, if eligible, receive special education services at a public school site. If you suspect a private school student is in need of special education services, check with the private school to see which school district they are located within and who you should contact or contact OPSD Special Programs for assistance.

WAC 392-172-100 Child find. (1) The local district or other public agency shall conduct child find activities that apply to student ages birth through twenty-one for the purpose of locating, evaluating, and identifying students with a suspected disability, regardless of the severity of their disability, who are residing within the boundaries of the district or other public agency and who are not currently

receiving special education and related services. More information can be found in Policy and Procedure No. located on the OPSD website.

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 Suzanne Savall, Orchard Prairie School District, 7626 N. Orchard Prairie Rd. Spokane, WA. 99217.

ENGLISH LANGUAGE LEARNER SUPPORT

Orchard Prairie receives funding from the state through TBIP (Transitional Bilingual Instructional Program) and Title III to provide programs to students to ensure equal educational opportunities for students whose primary language is other than English.

Student Eligibility and Placement

- Eligibility begins with the administration of a Home Language Survey to determine if a language other than English is spoken at home and if the child first spoke a language other than English.
- If a child speaks a language other than English, the student's English language ability is measured with a language proficiency screener within the district's first 10 days of attendance.
- Students scored at the Beginning, Advanced Beginning, Intermediate, or Advanced Level are eligible for TBIP services.
- Students who score at the Transitional Level are not eligible.
- Under federal guidelines, parents must be informed of student placement in a language program within 30 days of placement.

For questions related to this program, please call James Fitting the Special Programs Department at 509-467-9517.

STUDENT RIGHTS AND RESPONSIBILITIES

Orchard Prairie School District's policies and procedures concerning student rights and responsibilities (behavior, attendance, discipline, etc.) are available from the superintendent and can be viewed on the district website.

RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights & 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.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent (See “Student Records and Directory Information”).
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.
- The right of a description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person.
- The right to information about who to contact to seek access or amendment of education records.

PUBLIC PARTICIPATION

Applications, policies, procedures, evaluations, plans and reports related to special education will be made available to parents and other members of the general public through the district’s Special Programs Department. For information, call 509-467-9517.

PROHIBITION OF HARASSMENT, INTIMIDATION OR BULLYING

Harassment, intimidation and bullying means any intentionally written message or image including those that are electronically transmitted, verbal, or physical act including, but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics when the act physically harms a student or damages their property, substantially interferes with a student’s education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school. Complaints regarding harassment, intimidation or bullying are addressed through Policy and Procedure No. Individuals who believe they have been the victim of harassment, intimidation or bullying, or know of such an incident, may contact their school administrator. Complaint forms are available at the district office, and if not resolved following investigation the administrator will forward the complaint to the District Compliance Officer for further investigation.

NON-DISCRIMINATION

Orchard Prairie 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. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator: Suzanne Savall, ssavall@orchardprairie.org; Civil Rights Compliance Coordinator: Suzanne Savall, ssavall@orchardprairie.org; Section 504 Coordinator: James Fitting, jfitting@orchardprairie.org. They can also be contacted at 7626 N. Orchard Prairie Rd. Spokane, WA. 99217, Phone 509-467-9517. Please see below for the complaint procedure.

OPSD #123 DISCRIMINATION COMPLAINT PROCEDURE- COMPLAINTS ABOUT 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.orchardprairieschool.org or contact 509-467-9517.

Before filing a complaint, you may wish to discuss your concerns with your child's superintendent or with the district's Section 504 Coordinator, James Fitting, jfitting@orchardprairie.org, 509-467-9517, the Title IX Officer, Suzanne Savall, ssavall@orchardprairie.org, 509-467-9517, or the Civil Rights Compliance Coordinator, Suzanne Savall, ssavall@orchardprairie.org, 509-467-9517. This is often the fastest way to resolve your concerns.

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 claim, it must include:

- A summary of the results of the investigation;
- Whether or not the district has failed to comply with civil rights requirements related to the complaint;

- Notice of your right to appeal, including where and to whom the appeal must be filed; and
- 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 board'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 email, mail, fax, or hand-delivery. E-mail: 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 or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by email at equity@k12.wa.us.

SEXUAL HARASSMENT PROHIBITED

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or the conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- · Pressuring a person for sexual favors
- · Unwelcome touching of a sexual nature
- · Writing graffiti of a sexual nature
- · Distributing sexually explicit texts, e-mails, or pictures
- · Making sexual jokes, rumors, or suggestive remarks
- · Physical violence, including rape and sexual assault

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX officer:
Suzanne Savall, 509-467-9517, ssavall@orchardprairie.org.

Formal and informal procedures for reporting, receiving, investigating and resolving complaints or reports of sexual harassment are described in school board procedure No. 5011.

TITLE I: ANNUAL PARENT NOTIFICATION

Our school receives federal funds for Title I programs that are part of the Every Student Succeeds Act (ESSA) 2015. We will provide you with additional information about this law and its impact on the education of the students throughout the United States as the year progresses.

Under ESSA, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If your child also receives services from a Title I paraprofessional, you have the right to request information regarding his or her professional qualifications, as well. If you request this information, our district Human Resources office will provide you with the following as soon as possible:

- a. Whether or not the teacher has met Washington's licensing requirements for the grade level(s) and core academic subject(s) taught by the teacher;
- b. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. The education level and subject area (field of discipline) of the teacher's college degree major and for any graduate degree or certificate, and
- d. If your child is receiving Title I services from paraprofessionals, his or her qualifications.

If you would like to request this information, please contact: Suzanne Savall, Superintendent
509-467-9517

FIREARMS OR DANGEROUS WEAPONS PROHIBITED

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