

# Evaline School

## Handbook

111 Schoolhouse Road  
Winlock, WA 98596



### **Evaline Mission Statement:**

*To develop students who are  
safe, responsible, respectful,  
positive, lifelong learners.*

The Evaline School District #36 complies with all federal rules and regulations and does not discriminate on the basis of sex, race, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability or the use of a trained guide dog or service animal and provides equal access. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and provides equal access to 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.85 Officer and/or Section 504/ADA Coordinator, Civil Rights Compliance Coordinator, Kyle MacDonald at 111 Schoolhouse Rd, Winlock, WA 98596, 360-785-3460 [kmacdonald@evalinesd.k12.wa.us](mailto:kmacdonald@evalinesd.k12.wa.us)

## Dear Parents and Guardians,

We hope that your son/daughter's school years at Evaline are the best that they can be. It is our sincere objective to provide your children with the most meaningful educational experience attainable. Cooperation between home and school is important in reaching this goal. Please feel free to call on us. We welcome opportunities to discuss your children and our programs. We hope this handbook will be an aid to help you understand Evaline School District -- the policies, rules and regulations and what to expect from your child's experience here.



Sincerely,

Kyle MacDonald  
Superintendent/Principal

## **INSTRUCTIONAL PROGRAM**

Evaline School's instructional program meets or exceeds State guidelines. The mission of the district is to develop academic and social skills while building students' self-esteem. Some specific areas we emphasize in accomplishing this mission are:

- \* Providing strong reading, language arts, spelling, math, social studies and science programs.
- \* Providing consistent discipline that encourages good decision-making and citizenship skills.
- \* Support our students with a Social Emotional Learning Program
- \* Involving parents in school activities.
- \* Maintaining contact with parents.
- \* Remaining fiscally sound, constant monitoring of budget and enrollment.
- \* Providing and updating policies and operating procedures for the district.
- \* Maintaining a safe and clean learning environment.
- \* Making certain new students and parents feel welcome.
- \* Knowing the needs of each student.

Teaching the basics of education takes up a large portion of the instructional time in a school day. Basics included are: language arts, reading, math, physical education, social studies, art, music, science, and health.

Individual health services including vision and hearing screenings are provided by a contracted nursing co-op. Evaline co-ops with speech therapists and psychologists, as well as Special Programs through the Educational Service District in Olympia.

Students in the Evaline District are treated to an exceptional learning environment. Teachers and aides have effective training and students clearly understand the rules and regulations of the classroom, lunchroom, bus and playground.

### **Student Activities Include:**

Assemblies, field trips, participation in plays, end of year celebrations, and graduation.

The following learning resources are available to students attending school in the district: textbooks, workbooks, art supplies, science equipment, swimming lessons, a Chromebook, internet access, library books, and enriching field trips.

The following awards and recognition are given each year to students: reading, math, attendance and monthly classroom awards.

## **HOMEWORK**

Students will have homework at times. The expectation is that it will be completed and turned in on the day it is due. Occasionally, teachers will ask for parental involvement in a special assignment.

## **PLACEMENT OF STUDENTS**

Students in grades 1 and above, that score below the 30<sup>th</sup> percentile in the fall achievement test will be able to participate in the Title 1 Program for additional help. Teachers may also refer a child to the Title 1 program even though they do not fall into the above-mentioned criteria. Parents must give approval for their child to participate in this federally funded program.

## **RETENTION and ACCELERATION**

The Evaline School District will classify and place students under its jurisdiction. It may be desirable for a student to repeat or skip a grade whenever the teachers and parents consider that this serves the best interest of the child. Teachers will meet with parents to discuss recommendations. If acceleration is recommended it will be for no more than one grade level. Final approval must be received from the Retention/Acceleration Committee.

## **PROGRESS REPORT**

A midterm conference with parents will be held in late October/early November. Report cards will be sent home at the end of each of our two semesters – January and June. Parent/teacher conferences by appointment are welcome at any time between regularly-scheduled conference times.

## **SCHOOL CAMPUS**

**Walkers or bicycle riders should not arrive at school before 8:15 a.m. as the playground will not be supervised.**

All students should go straight home after school at 3:00 p.m. unless they are participating in a school-sanctioned activity. This allows staff to prepare for the day without distractions.

## **STUDENT BEHAVIOR**

Evaline School has adopted a program to encourage self-control on the part of the students. All students are asked to follow 4 basic rules:

1. Be Safe
2. Be Respectful
3. Be Responsible
4. Be a Positive Learner

Evaline uses PBIS to build systems capacity for implementing a multi-tiered approach to social, emotional and behavior support. Please see the below program details.

### **Evaline's Positive Behavioral Interventions and Supports (PBIS)**

The staff here at Evaline School is committed to creating a structured, inclusive, positive and safe learning environment. To that end, our discipline policy continues to evolve and change as the needs of our students change.

#### Discipline Procedure:

Our system is based on explicit instruction regarding the kind of behavior we expect to see at school and subsequent rewards when that behavior is exhibited. If expected behavior is not exhibited, the district follows a 3-tier discipline procedure.

#### Tier 1

Teachers will utilize their own classroom-based system for early discipline interventions.

#### Tier 2

If a student's behavior does not seem to be changing with classroom behavior interventions, progressive discipline will be applied.

#### Tier 3

This includes suspensions and expulsions and will happen in response very unsafe behavior or behavior that does not respond to Levels 1 and 2. These are a part of the student's permanent file and do follow them to the next school they attend.

If you have any questions regarding our policy, please contact the Superintendent MacDonald. We would be happy to answer any questions you may have. All our staff is committed to ensuring your student's success at school and behavior issues are discussed at monthly staff meetings so that we can all work together for a positive learning environment. However, your child's teacher should be the point of contact for any behavior questions that may arise.

## **Choice Students**

Evaline School accepts out of district students, as space in individual grades is available. The appropriate teacher/student ratio is determined by the teaching and administrative staff and may vary year by year. Students must maintain good behavior, punctuality, and attendance records if they are to continue at Evaline on an out of district basis. For more information, please reference policy 3141 or contact the office. If a student enrolls at Evaline while living in district and relocates out of district during the school year or summer, we cannot provide assurance of continued attendance at Evaline. Choice requests must be completed annually. Choice applications for the upcoming school year will not be accepted until July 15.

## **POLICY**

The Evaline policy manual is available for viewing in the office during regular school hours. The policies are the operating procedures for the district and rules and regulations including student discipline, the education of handicapped students, the use of school facilities, the instruction of basic skills, communicable diseases, revenue from the federal government, child abuse and neglect, learning by choice enrollment options, home-based instruction, selection and adoption of instructional materials, affirmative action, library materials, weapons in and/or at school, drugs and alcohol, sexual harassment and parent involvement and many more. It is the intent of the Evaline School Board that the Evaline community share in decision making that will result in improved and continued success in Evaline's student learning goals. The board encourages visits to the school, participation in the Evaline Booster Club and attendance at regularly scheduled school board meetings.

The Evaline School District #36 complies with all federal rules and regulations and does not discriminate on the basis of race, creed, religion, age, veteran or military status, sexual orientation, color, national origin, sex, gender expression or identity, or use of a trained guide dog or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and provides equal access to 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.85 Officer and/or Section 504/ADA Coordinator, Civil Rights Coordinator, Kyle MacDonald at 111 Schoolhouse Rd, Winlock, WA 98596, 360-785-3460

An enrollment form must be filled out for each student. These forms are sent to you at the end of the summer with our Back-to-School Letter.

## **EVALINE SCHOOL BOARD OF DIRECTORS**

The Evaline School Board of Directors meets regularly on the third Tuesday of each month at 6:30 p.m. at the school. You are welcome to attend.

## **EVALINE BOOSTER CLUB**

The Evaline School Booster Club meets once a month. Please see newsletter for updates. The Booster Club is a great way to get to know other parents and to keep up on what is going on at the school. Please consider joining this group.

## **EMERGENCIES AT SCHOOL**

We must have correct telephone numbers for parents/guardians and their homes and places of employment, names of neighbors or close relatives who may be contacted in case of emergency, and name and information about your family physician. If there are no emergency contacts, and if we cannot contact you in an emergency, the district will decide what is best for your child's care, which could include being transported to a hospital emergency room.

## **EMERGENCY CLOSURE OF SCHOOL**

If inclement weather causes school to close or start at a later time than 8:30 a.m. local radio stations and television news stations will announce information by approximately 7:00 a.m. or as soon as the decision is made and can be uploaded to the flash alert website. You may also go online to check for delays or closures at [www.flashalert.net](http://www.flashalert.net) or [www.chronline.com](http://www.chronline.com).

In the case of unplanned emergency early dismissals, students will be transported home unless we have special instructions in writing to do otherwise on the enrollment form. Due to lack of time in an emergency, telephone calls to parents may not be made prior to the emergency dismissal.

## **BUS TRANSPORTATION**

School bus transportation is provided for all students. The driver will acquaint students with the bus rules. **Bus ridership is a privilege and is strictly regulated by state law.** Students whose conduct endangers the safety of others will be asked to provide their own transportation until they can guarantee proper conduct. Students who do not follow the rules and regulations will be subject to discipline action as accepted by the Evaline School Board. The policy establishes consequences for infractions of these rules. Consequences: each bus infraction will result in a bus slip. Each bus slip will

be sent home to parents and guardians. If a student receives 2 bus slips it results in a 3-day suspension from the bus. Three or more bus slips may result in a long-term bus suspension. The bus route and scheduled times for pick up will be included in the Back-to-School letter at the end of the summer.

## **SNOW ROUTES**

If it is announced that the bus is on snow routes it will not travel on the following roads:

Lentz Road

Pleasant Valley Road: West of Tennessee Road

Hawkins Road South of Freedom Drive

Please see Emergencies at School Document of annual changes to the snow route.

## **ATTENDANCE**

Regular school attendance for your child is an important parental responsibility and students are expected to comply with district attendance requirements. State law requires students to be prompt and have regular attendance at school. **If it becomes necessary for your child to stay home because of illness, phone the school office (360-785-3460) to report the absence.**

**EXCESSIVE EXCUSED ABSENCES** -- The District may initiate court petition procedures beginning with a parent conference at fifteen percent (15%) absence rate and resulting with a court petition in cases of excessive excused absences which adversely affect the student's educational progress. For the purpose of this policy, excessive excused absence for the purpose of filing a petition may be defined as excused and unexcused absences exceeding twenty percent (20%) of any given quarter or trimester of the school year.

**PLANNED ABSENCES** -- The provisions of this section apply to planned absences of three or more days in length. It is the student's responsibility to make up all work that will be missed. Failure to make up the work may adversely affect the student's grade. Some activities or exercises that the student misses may be of a nature that would not allow the student to make them up; i.e., speakers, films, etc. Students who are anticipating a planned absence should notify their teacher to formulate a plan to make up the work they will miss.

**TARDINESS** -- Punctuality and promptness are desirable traits to develop. Every student has the responsibility to be at school and in class on time. Pupils late for school must check in with the office. School begins at 8:30 a.m. Please do not arrive before 8:15 a.m. Parents, you play a big part in the success of your child's day. Start your child off with a good breakfast and see that he/she arrives on time

**Excused Absence** -- All absences that are to be excused must be excused within 24 hours of the absence at 360-785-3460. Notes, phone calls, emails are accepted unless an attendance contract has been set up for excessive excused absences. An absence for illness, bereavement, a doctor's appointment, a family emergency or a religious/cultural related event may be excused. School approved activities and disciplinary actions will also be considered excused.

## **Process for Excessive Excused Absences:**

### **Five days (In One Month)**

Schedule a phone conference with parent/guardian.

### **Ten days (Academic year)**

A conference will be scheduled with parent and child for the purpose of identifying the barrier to regular attendance.

**UNEXCUSED ABSENCES:** An absence is unexcused if the excused absence process is not followed. Sleeping in, missing a ride, trips w/o prearranged clearance, etc. will result in an unexcused absence mark on attendance. An unexcused absence is the result of the failure of a parent or legal guardian to provide the school with a written excuse stating the reason for a student's absence. Checkouts require the parent or guardian must personally check the student out, or the parent or guardian must telephone the school and speak with the administration or adult office personnel.

**Process for Unexcused Excused Absences:**

**Step 1: First unexcused absence**

Phone call to home.

**Step 2: Third unexcused absences in one month**

Conference scheduled

**Step 3: Seven unexcused absence in one month**

Enter into agreement establishing attendance requirements.

**Step 4: Fifteenth unexcused absences**

File truancy petition and refer them to the community engagement board

\*When a student is absent, they will be required to make up assignments outside of class under conditions and time limits established by the teacher.

\*Students are expected to attend every day that school is in session except when ill. If a student will be out for two or more days, please make arrangements with the student's teacher for completion of missed assignments.

**ILLNESS**

Students need to attend school as much as possible. **However, if they have a fever of 100.4 degrees or higher they need to remain home 24 hours after the fever breaks.** If they are given Tylenol or Ibuprofen and their fever lowers they are still not allowed at school. The medicine is only masking the fever. When your student has not had a fever for 24 hours without medication, they are welcome to return to school. We encourage you to keep your child home if they are sick.

**STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY**

Children may be released from school during the day if they have a verification request from their parents or legal guardian. **Students must be signed out at the office.**

**COMMUNICATION HOME**

Every Friday, the weekly school newsletter is emailed to Evaline families. This is the principle way we communicate with you and keep you informed as to what is happening at school. Please make sure you are taking time to view the email each week. The newsletter is also available on the district website at [evalinesd.k12.wa.us](http://evalinesd.k12.wa.us). You may also opt in to receive a paper copy each week by contacting the office at 360-785-3460.

**PRINTED MATERIAL (Flyer) DISTRIBUTION**

Evaline School will distribute program information for clubs such as Cub Scouts, Boy Scouts, Good News Club, Girl Scouts, and various sports and community activities. The school will display posters advertising events sponsored by community service or educational organizations and in some cases, will send fliers home with children or in the newsletter.

**Flyers are considered for approval when:**

\*Programs and events are held within Lewis County.

\*Events have social, recreational and educational value to students.

\*If available, scholarships are prominently displayed and offered for students who cannot afford the services, and scholarship information is clearly explained on the flier or have a link to webpage or a contact for more information.

\*The sponsoring organization's name and contact information is clearly displayed on the flier.

\*The sponsor is a not-for-profit organization.

\*School names are included only as part of the location information for those events which are held in District schools. Flier information and layout should not imply that because an event is held at a school that the event is endorsed by the school or District.

**The district cannot approve the distribution of any material that:**

\*Contains words, images, or symbols that are lewd, obscene, vulgar or sexual in nature;

\*Advocates for a specific political issue or viewpoint;

\*Contains language that is proselytizing in nature;

\*Substantially disrupts, or may reasonably be forecast to substantially disrupt or materially interfere with, the educational process or School District activities;

\*Undermines the School District's curriculum;

\*Advocates or promotes the violation of existing laws, regulations, or ordinances, or official School District policies, rules or regulations, or poses a substantial risk of causing a violation of the same through the flier's distribution;

\*Places the School District in a non-neutral position with respect to a matter of controversy in relation to which the School District wishes to remain neutral;

\*Contains commercial taglines, logos, advertisements or other promotional material of for-profit entities and commercial activities except for a limited placement of logo(s) of event or program sponsor(s); or,

### **AFTER SCHOOL INVITATIONS**

We find that we cannot allow students to pass out invitations to parties at school. Evaline is small and children who are left out of invitations may feel slighted. Please arrange parties at home, over the telephone or through the mail or email.

### **SCHOOL LUNCHESES**

Evaline offers unsubsidized daily breakfast and lunch programs. There is no cost to students for either program. If you qualify for free or reduced lunches, please fill out the economic data survey and return to the office. Completing this form helps the school receive grants.

### **Birthdays at School**

Due to dietary sensitivities, we ask that all birthday "treats" sent to school on your student's special day be non-food items. Examples could include: a special pencil, a special eraser or a gift bag type of toy. Classrooms will celebrate each student's birthday on their special day. If it's on a weekend it will be celebrated the week before or the week after. Families are not required to send treats.

### **SCHOOL SUPPLIES**

In the Back-to-School newsletter, you will find a list of supplies that your child will need to bring on the first day of school and have on hand during the year. You can also find the lists on the district website.

### **CLASSROOM VISITS**

Classroom visitation is by appointment and permission from teachers only.

### **FIELD TRIPS**

The school district provides field trips during the year to benefit your child's learning enrichment.

Since field trips are a part of our curriculum students are expected to attend. All chaperones will be required to annually complete a disclosure statement, back ground check, and sign the Evaline volunteer code of conduct contract.

### **IMMUNIZATIONS**

The law requires that school children must meet certain minimum immunization requirements or they will not be allowed to enroll in school. You must present proof that your children have been immunized against certain childhood diseases.

Please call the office if you have questions and our health nurse will assist you.

### **HEALTH INFORMATION**

The school should be informed of any allergies, reactions, chronic illnesses or physical needs your children has so that proper measures can be taken if something happens at school. If your child is taking medications of any kind the school must be given this information.

**MEDICATION AT SCHOOL:** If your child is in need of any medication while at school you will need provide the District with a Medication Authorization Form. These forms can be picked up at the school office or at your doctor's office. This form needs to be completed by your student's doctor and signed by a legal guardian. This is a state requirement. (This is for both prescription and over-the-counter medication.) All medication will be dispensed through the district office, unless ordered differently by the doctor, in the case where a student may carry their inhaler.

### **CHILD ABUSE AND NEGLECT**

Teachers working with children are required by law to report all suspected cases of abuse or neglect. Child abuse is any injury to a child that *is a non-accidental physical injury or sexual abuse*. Neglect is failure to provide a child with the necessities of life: food, adequate clothing, shelter and medical care. Neglect also includes leaving children at home alone when they are not prepared to care for themselves or handle emergencies.



### **USE OF TELEPHONES**

Students will be permitted to use the telephone only for emergencies. **Please plan ahead and send a note or call the office in the morning if your child is going somewhere other than home after school.** We must strictly enforce this policy.

### **EVALINE COMMUNITY AND WALT WACHTER SCHOLARSHIPS**

There are two separate scholarships available to alumni of Evaline School for use to further their education. One was started by the Evaline Hope Grange and is now called the Evaline Community Scholarship. The other is given in memory of Walter Wachter who was a loyal supporter, board member and himself an Evaline graduate. The application process for the Evaline Community Scholarship is handled through the Hope Grange. The Walt Wachter Scholarship is handled by the Wachter family. Applications for both scholarships may be obtained in the Evaline Office or on the website at evalinesd.k12.wa.us. Your donations for these scholarships are welcome and are a special opportunity to remember and honor families of Evaline residents and alumni. They are also tax deductible.

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

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

#### **What is HIB?**

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

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

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

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

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB.

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

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

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

#### **What is the investigation process?**

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

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

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

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

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

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

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

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s HIB webpage or the district’s *HIB Policy 3207 and Procedure 3207P*.

#### Our School Stands Against Discrimination

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

#### What is discriminatory harassment?

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

*To review the district’s Nondiscrimination Policy 3210 and Procedure 3210P, visit [evalinesd@k12.wa.us](mailto:evalinesd@k12.wa.us).*

#### What is sexual harassment?

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

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

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

*To review the district’s Sexual Harassment Policy 3205 and Procedure 3205P1 and 3205P2, visit [evalinesd@k12.wa.us](mailto:evalinesd@k12.wa.us).*

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

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

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

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

Concerns about discrimination:

Civil Rights Coordinator: Kyle MacDonald, 111 Schoolhouse Rd, Winlock, WA 98596 – [kmacdonald@evalinesd.k12.wa.us](mailto:kmacdonald@evalinesd.k12.wa.us) – 360.785.3460

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Kyle MacDonald, 111 Schoolhouse Rd, Winlock, WA 98596 – [kmacdonald@evalinesd.k12.wa.us](mailto:kmacdonald@evalinesd.k12.wa.us) – 360.785.3460

Concerns about disability discrimination:

Section 504 Coordinator: Kyle MacDonald, 111 Schoolhouse Rd, Winlock, WA 98596 – [kmacdonald@evalinesd.k12.wa.us](mailto:kmacdonald@evalinesd.k12.wa.us) – 360.785.3460

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Kyle MacDonald, 111 Schoolhouse Rd, Winlock, WA 98596 – [kmacdonald@evalinesd.k12.wa.us](mailto:kmacdonald@evalinesd.k12.wa.us) – 360.785.3460

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

What happens after I file a discrimination complaint?

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

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

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

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

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

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

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

Who else can help with HIB or Discrimination Concerns?

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

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

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

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

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

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

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

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

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

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

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

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

### **Our School is Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit [evalinesd@k12.wa.us](mailto:evalinesd@k12.wa.us). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Kyle MacDonald, 111 Schoolhouse Rd, Winlock, WA 98596 – [kmacdonald@evalinesd.k12.wa.us](mailto:kmacdonald@evalinesd.k12.wa.us) – 360.785.3460

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

## **PUBLIC NOTICES**

### **Attendance Law**

Washington State law requires that enrolled students between 6 and 18 years of age attend school. Schools are required to keep records of excused and unexcused absences. Absences for health, family emergency, school activities, prearranged absences approved by the head teacher, and absences for disciplinary reasons are excused absences. All other absences are unexcused absences and may result in disciplinary action including referral to courts for habitual truants.

### **Attendance requirements are currently in effect that require schools to:**

1) Notify parents and students of the compulsory attendance law each year; 2) inform parents after any unexcused absence; 3) conference with parents after two unexcused absences within any one month; and 4) take steps to eliminate or reduce an individual's absences.

If actions taken by the school are not successful in substantially reducing an enrolled student's unexcused absences from school, not later than the seventh unexcused absence by a child within any month or not later than the tenth unexcused absence during the current school year, the

District shall file a petition for a civil action with the juvenile court alleging a violation of the truancy laws.

### **Public Notice on Truancy**

According to Washington State Code as stated in Evaline School District Policy, all "parents of any child six years of age and under eighteen years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such school is in session unless the child is enrolled in an approved private school, an educational center as provided in chapter 28.A205 RCW or is receiving home-based instruction. Parents of any child six years of age and under Eighteen years of age, who have enrolled the child in school, shall cause the child to attend school for the full time when school may be in session, unless the child is formally withdrawn from enrollment by the parents." The superintendent may grant exceptions under certain specified conditions. According to statute as state policy, "any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must deliver the child to the parent or to the school."

### **Regulation of Dangerous Weapons on School Premises Policy**

It is a violation of district policy and state law for any student to carry firearms or dangerous weapons (including but not limited to guns, knives, air guns, nunchucks, throwing stars, sling shots, sand clubs, or metal knuckles) on school premises, school provided transportation, or areas of other facilities being used exclusively for school activities (**RCW 9.41.250**)

#### **\*A Violation will result in:**

1. Notification of the student's parents or guardians
2. Notification of the appropriate law enforcement agency.
3. Disciplinary action including a **one (1) year expulsion\*** for a violation involving a firearm.

\*The superintendent may modify the one-year expulsion on a case-by-case basis.

### **THE DRUG-FREE-SCHOOLS ACT**

The use, possession, or distribution by students of alcohol or drugs, including anabolic steroids, in the building or at school-sponsored activities on or off school grounds is wrong, harmful, and is prohibited. Use of drugs, possession of drug paraphernalia or alcoholic beverages could subject one to criminal action, shall be grounds for student expulsion and/or participation in a drug abuse assistance or rehabilitation program. Compliance with all regulations of the Drug Free School Act shall be mandatory.

### **USE OF TOBACCO PRODUCTS**

Smoking or use of tobacco products anywhere on or near school grounds is prohibited.(RCW 28A.210.310) Those caught will be suspended, subject to prosecution referral, and repeat offenders may be eligible for expulsion.

Being "caught" means:

- Actually smoking or chewing a product; holding a product
- Electronic cigarettes and products are to be considered a tobacco product
- A burning tobacco product or a fresh pile of spit'n'chew in the vicinity of a student and no one will claim it.

### **Family Education Rights and Privacy Act(FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

\*Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are

not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

\*Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

\*Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

\*School officials with legitimate educational interest;

\*Other schools to which a student is transferring;

\*Specified officials for audit or evaluation purposes;

\*Appropriate parties in connection with financial aid to a student;

\*Organizations conducting certain studies for or on behalf of the school;

\*Accrediting organizations;

\*To comply with a judicial order or lawfully issued subpoena;

\*Appropriate officials in cases of health and safety emergencies; and

\*State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, D.C. 20202-5920

### **Publication of Student Pictures**

Throughout the school year the Evaline School District likes to take pictures of our students participating in various school activities. Often, we publish these pictures as a means of sharing with the community what goes on in our schools. Such publications include, but are not restricted to: the Evaline School District newsletter and website, *The Chronicle*, *The Town Crier*, and any other publications. **If you do not wish to have photos of your child published by the School District**, please contact the office at 360-785-3460. In addition, there is an opt-out form available at the office.

### **Public Notice for Directory Information**

The Federal Family Education Rights Directory Information is defined as information not generally considered harmful or an invasion of privacy if disclosed. This information may include, but not limited to:

- Name, address, published (not unlisted) telephone number, and electronic mail address;
- Date and place of birth;
- Photographs-in classrooms and at school functions;
- Participation in officially recognized activities and sports;
- Weight and height of athletics
- Enrollment status (full, part-time);
- Degrees and awards received;
- Dates of attendance;
- Most recent previous school attended;
- Grade level

Directory information cannot include student identification numbers or social security numbers. Parents or eligible students (age 18+ years) have the right to refuse the disclosure of any or all information on the students that included in the directory. The schools use of discretion in releasing any directory information. However, parents or eligible students have the rights to refuse the disclosure of any or all directory information. If you wish to make this request, please call your child's school for more information. Your request to "opt out" must be in writing and on file at your child's school.

### **AFFIRMATIVE ACTION STATEMENT**

Students have the right to receive a free public education and a deprivation of that right may occur only for good and sufficient cause and in accordance with due process of law. Each student served by the Evaline District can expect the following rights:

1. An equal educational opportunity with freedom from discrimination because of natural origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a handicapping condition.

2. Freedom of speech and press, peaceful assembly, and redress of grievances subject to reasonable limitations upon time, place, and manner of exercising such rights.
3. Freedom from unreasonable searches or seizures.
4. Freedom from unlawful interference in their pursuit of an education.
5. Attend classes.
6. Pursue their course of studies.

### **DISCRIMINATION--TITLE 9 STATEMENT**

The Evaline School District #36 complies with all federal rules and regulations and does not discriminate on the basis of sex, race, religion, color, national origin, age, veteran or military status, sexual orientation including gender expression or identity, or use of a trained guide dog or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and provides equal access to Boy Scouts and other designated youth groups.

Inquiries regarding compliance procedures may be directed to the School District's Title IX/RCW 28A.640 Officer and/or Section 504 Coordinator.

Title IX/RCW 28A.640 Officer and Section 504/ADA Coordinator  
Kyle MacDonald, 111 Schoolhouse Rd., Winlock, WA 98596 Tel. 360-785-3460

### **HIB Statement and Resources**

The Evaline School District does not tolerate any type of harassment or bullying. It is the policy of the Evaline School District that all students and staff will deal with all persons in ways which convey respect and consideration for individuals regardless of race, marital status, national origin, creed, religion, gender, age, or disability.

Harassment, intimidation, or bullying includes any intentional written, electronic, verbal, or physical act, which

- A. physically harms a student or damages the student's property
- B. has the effect of substantially interfering with a student's education
- C. is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment
- D. has the effect of substantially disrupting the orderly operation of the school.

Evaline School District prohibits harassment, intimidation, or bullying of students or adults within the school environment. Students, staff, volunteers and parents are encouraged to report all incidents to school administrators. The HIB Policies & Procedures can be found online.

***More information on bullying and harassment, strategies for use at school and home, and resources are available at these websites:***

OSPI Safety Center: Bullying and Harassment:  
<http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx>

OSPI Safety Center: CyberBullying and Digital/Internet Safety  
<http://www.k12.wa.us/SafetyCenter/InternetSafety/default.aspx>

Cyberbullying Research Center: <http://www.cyberbullying.us/>

National Suicide Prevention Hotline: 1-800-273-TALK (1-800-273-8255)  
<http://www.suicidepreventionlifeline.org/>

### **The Americans with Disabilities Act**

The Evaline School District complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA, as applied to school districts, requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of school district services, programs, or activities.

Accordingly, Evaline School District will not refuse to allow a person with a disability to participate in a school district service, program, or activity simply because the person has a disability.

Evaline School District will not provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective.

Evaline School District will not subject individuals with disabilities to discrimination in employment under any service, program, or activity conducted by the School District.

Evaline School District will take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

Evaline School District will make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a school district program would result.

This school district will operate its programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

**FOR FURTHER INFORMATION:**

In accordance with Section 35.106 of the ADA's Title 2 Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the school district and from the Office of the Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice, Washington, DC 20035-6118, (202) 514-0301 (Voice) or (202) 514-0381 (TDD).

**Highly Capable Program**

Evaline provides a Highly Capable program for qualified students. The revised WAC 392-170 moved highly capable programs into basic education. The legislature determined that access to accelerated learning and enhanced instruction is access to basic education. As a result, school districts will identify and serve highly capable students in grades K-6 during the school day.

Each year kindergarten and students new to Evaline will be screened. Parents of students who qualify for further testing will be notified to obtain permission for further evaluation. In addition, teachers, parents or students can nominate a student for the program. Multiple factors, including assessment data, are used to determine eligibility. A Highly Capable Program selection committee makes the final decision.

**Title 1 Parent Involvement Notification**

The Evaline School District is a Targeted Title I School, which means that we receive federal funding to support math interventions. As part of that we follow Title 1 laws in regard to parent involvement. In compliance with these laws (Chapter 392-168 WAC) we would like to inform you of your rights to file a formal citizen complaint against our school or district. A citizen complaint is a written statement that states a violation of a rule, law or regulation (at the state or federal level) that applies to federal programs that we have in our district.

[Citizen Complaint Procedures](http://www.k12.wa.us/TitleI/CitizenComplaint.aspx). <http://www.k12.wa.us/TitleI/CitizenComplaint.aspx>

**Parent Involvement Policies**

The District Parent Involvement Plan and the Building Parent Involvement Plan are available at the Title I site.

**PARENT REQUEST FOR TEACHER QUALIFICATION**

In compliance with the requirements of Every Student Succeeds Act (ESSA) the Evaline School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraprofessional(s).

**A. The following information may be requested for teacher(s):**

1. Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

**B. The following information may be requested for instructional paraprofessional(s):**

Paraprofessionals must work under the supervision of a certified teacher. In schools that operate a school wide program, all paraprofessionals must meet professional qualifications. In a Targeted Assistance program, any paraprofessional who is the direct supervision of a certificated teacher must meet the professional qualifications.

Para educators can provide a copy of their high school diploma — transcripts are not necessary. Schools that operate a Title I, Part A program must have a high school diploma or GED and completed the following:

1. Completed at least two years of study at an institution of higher education; or
2. Obtained an associate's or higher degree; or
3. Pass the ETS Paraprofessional Assessment. The assessment measures skills, and content knowledge related to reading, writing and math;
4. Completed previously the apprenticeship requirements and must present a journey card or certificate. The portfolio and apprenticeships are no longer offered for enrollment; however, the Office of Superintendent of Public Instruction (OSPI) will continue to honor this pathway.

If you wish to request information concerning your child's teacher's and instructional paraprofessional's qualification, please contact Principal Kyle MacDonald [kmacdonald@evalinesd.k12.wa.us](mailto:kmacdonald@evalinesd.k12.wa.us).



### **McKinney-Vento Homeless Student Information**

The McKinney-Vento Act is a federal law that assures children and youth who do not have permanent housing are provided full and equal access to school and school activities. It gives children and youth rights to enroll in school, stay in school, get transportation to school, and gives access to school lunch programs. If you become aware of students who may qualify for services under the McKinney-Vento Act, or are in need of services for students in your family, please contact the principal of your school or the Evaline School District Homeless Liaison, Corrie Henderson, [chenderson@evalinesd.k12.wa.us](mailto:chenderson@evalinesd.k12.wa.us) with this information.

The district has established a homeless student's enrollment rights and services policy that protects the interests of the students and parents. [3115- Homeless Students Enrollment Rights and Services](#)

### **NCLB -ESEA Notification**

The Evaline School district report card is located on the Office of Superintendent of Public Instruction website. On the site you will find demographic data, test data, financial data, and teacher information.

<http://reportcard.ospi.k12.wa.us/>

### **PUBLIC DISCLOSURE ACT**

Under Washington's Public Disclosure Act (chapter 42.17 RCW), you have the right to review public documents that are not exempt from disclosure. Generally, the District may not disclose personal information in files maintained for employees. Certain matters in an employee's personnel file, however, may be disclosed. These matters include documents containing disciplinary information about a specific instance of misconduct, including documents related to sexual misconduct or physical abuse by the employee.

### **T-PEP STATEMENT**

Recently, state lawmakers enacted the Teacher Principal Evaluation Pilot (TPEP). This legislation changes the current evaluation process and develops more uniform standards and expectations for teachers and principals in Washington state.

Engrossed Substitute Senate Bill 5895 provides schools with a clearer structure for selecting instructional framework to be used in the newly required teacher and principal evaluation system. Major changes include the adoption of a new framework and the movement from a widely used two-tier (satisfactory/unsatisfactory) system for evaluation to a four-tiered rating system, statewide. Based on the new, four leveled structure, staff would be evaluated as unsatisfactory, basic, proficient, or distinguished. Ultimately, the goal of ESSB 5895 is for staff and administration to work collaboratively to improve instruction.

The Evaline School District adopted the following instructional framework: **The Center for Educational Leadership (CEL) 5D+ Teacher Evaluation Rubric 2.0.**

The Evaline School District adopted the **AWSP Leadership Framework.**

The Evaline School District is currently in year two of the T-PEP process.

### **Notice of Availability and Public Participation for Special Education Program WAC 392-172-588**

The Evaline School District welcomes public participation and input regarding the planning and operation of the special education programs. For more information, please contact the District Office at 360-785-3460

#### *Special Education Services:*

Evaline School District provides a full range of services for students with disabilities. Services are provided in the areas of academic remediation (reading, math, and written language), social skills, speech (language and articulation), fine and gross motor therapy, etc. In order to qualify for Special Education services, your child must be assessed and the determination must be made that a) a recognized disability does exist, b) the disability is affecting their academic progress, and 3) specially designed instruction is needed. Once a student qualifies for Special Education, then an Individual Education Plan is written to address their needs.

#### **Programs and Services:**

**Child Find:** If you would like to learn how to refer a student for a Special Education screening or referral please contact the District Office at 360-785-3460.

**Birth-2 Program:** Evaline School District contracts with Reliable Enterprises to serve Infants and Toddlers with disabilities. For information on either service for an Infant or Toddler already identified with a disability or for a developmental screening, please contact Reliable Enterprises, (360) 736-9558

**Evaline Early Intervention Program** serves children ages 3-5 who qualify for Special Education. If you would like your child to have a developmental screening or you have transferred into the district and your child already has an Individual Education Plan (IEP), please contact principal Kyle MacDonald @ 360-785-3460.

**K-6th grade Special Education Services:** Most students with an Individual Education Plan are mainstreamed into the general education population for the majority of the day. Students receive small group or individualized specially designed instruction in their areas of deficits for scheduled periods during their day. The amount of time spent in pull out instruction, the amount of additional support given in the classroom, and the ratio of adult-child support varies according to each student's individual needs, as determined by the IEP team. Every parent and general education teacher are included in the IEP decision-making process.

### **Pesticide Notice**

Upon request, the district will provide notification to staff and parents of the district's pest control policies, methods and its posting and notification requirements. The District complies with all legal requirements for record keeping regarding the application of pesticides to the school grounds or school facilities and such records are available upon request. All pesticides and herbicides have been removed

from the property of the Evaline School District, and no such chemicals will be used in the future. If yellow jacket problems return, staff will be instructed not to allow children on or near structure. Weeds and tall grass will be removed by weed eater and mower.

### **Asbestos AHERA Inspection**

Evaline does not have any identifiable asbestos hazards in the school building. The District keeps its regularly maintained asbestos maintenance plan in the office for public review. For more information, contacted the designated person, Christina Bradshaw 785-3460.

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We care and want to hear from you. If you have questions or concerns, please follow the below district procedure.

### **Step 1: Classroom Teacher:**

Call and set up a conference with your student's classroom teacher.

### **Step 2: Principal MacDonald**

Call and set up a conference with Mr. MacDonald.

### **Step 3: Superintendent MacDonald:**

Send a written letter or email to Mr. MacDonald.

### **Step 4: Written Letter to the School Board:**

If you do not feel the issue has been resolved, send a letter to the school, in care of the Board Secretary. The letter will be presented to Evaline School Board of Directors.



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## Evaline School District #36 HANDBOOK AGREEMENT

I hereby acknowledge receipt of my personal copy of the Evaline School District Handbook.

I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in policies may supersede, modify, or render obsolete the information summarized in this handbook.

As Evaline School District provides updated policy information, I accept responsibility for reading and abiding by the changes.

The preceding rules and regulations of Evaline School District Handbook have been read and understood by:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT'S PRINTED NAME

\_\_\_\_\_  
STUDENT SIGNATURE/DATE

\_\_\_\_\_  
GRADE

As the legal guardian of the student, I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

\_\_\_\_\_  
PARENT/GUARDIAN PRINTED NAME

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

**Please provide signatures and return this page to the school office**