

# 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 race, color, religion, age, veteran or military status, sex, sexual orientation, gender expression, gender identity, national origin, disability, 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, 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:

We hope that your son/daughter's school years at Evaline are the best that they can be. It is our most 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

## **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.
- \* Involving parents in curriculum and school activities.
- \* Maintaining frequent 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 working environment.
- \* Making certain new students and parents feel welcome.
- \* Knowing the special needs of each student.

Teaching the basics of education takes up to 98% 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 handicapped programs through, the Educational Service District in Olympia.

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

### **Student Activities Include:**

Cultural enrichment assemblies, district athletic events, honor roll parties, participation in plays, field day, graduation and writing columns for local newspapers.

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

The following awards and recognition are given each year to students: spelling, reading, math, attendance, field day events, monthly classroom awards, honor roll.

## **HOMEWORK**

Students not completing their assigned classroom work will be expected to take it home so the work can be turned in completed on the day it is due. Occasionally teachers will ask for parental involvement in a special assignment. If a student has an absence, 2 days are given to make up make up home work for each day absent.

## **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.

## **PROGRESS REPORT**

A midterm conference with parents will be held in 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.

## **PLAYGROUND**

**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.

#### **Positive Rewards**

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. For example, students who stand in line quietly for recess and keep their hands off their neighbor get to go to recess first. We also try to reward good behavior with positive phone calls home, blue tickets (which are put into a raffle for a prize on First Friday) and lots of verbal praise.

First Friday happens (you guessed it!) on the first Friday of every month. We meet together and have an assembly with rewards given for good scores on tests, meeting AR goals, and also behavior. We will also announce the Student of the Month and give our reasons for choosing that student. The Student of the Month gets their name in the hallway, in the newsletter and on the reader board. They also get a treat at Applebee's.

We have found that positive reinforcement works very well to motivate students to meet behavior expectations. However, sometimes students need consequences in order to meet expectations. We have a three-level plan which we would like to share with you so that you can understand what your student means if they tell you they "got minutes".

#### **Level 1**

Students who are not meeting the expectations clearly outlined by staff will serve "minutes" on the wall at recess time. Sometimes students are allowed to run the minutes off. This helps some of our more energetic students. These minutes are given in increments of five and are recorded on a yellow ticket and in a log book. The yellow tickets get stapled to the top of your weekly newsletter for your information. If there are no yellow tickets stapled to the top of your newsletter you can assume that your child did not get minutes that week. You should not be alarmed if your student receives a few minutes here and there. Experiencing the rewards and consequences of behavior at school is a normal part of childhood. You do not need to contact the teacher unless you have questions. Minutes get recorded in the log book so that we can track the behavior of students and pinpoint their areas of weakness. For example, if Student A is continuing to get minutes for lunchroom behavior the teacher will instruct Student A in proper lunchroom behavior and perhaps develop some goals with Student A to improve his behavior. The log book is not a permanent record.

Detention – Every Friday we have a fun/free time that is about 20-30 minutes long. Students who have more than one minutes slip will spend that time in a "time out" room for detention. To clarify, students can receive one minutes slip (5 minutes) with no consequences (except the time out on the wall). If a student receives two minutes slips (6 or more minutes), they go to detention that Friday.

### Level 2

If a student's behavior does not seem to be changing in response to Level 1 discipline interventions, or if your student commits a relatively major infraction such as cheating, physical aggression, verbal aggression or refusing to follow directions we will contact parents directly. Following this you will receive some paperwork from school (either an incident report or a behavior plan) that you will be required to sign. This assures us that you are aware of the situation and the plan with the student to resolve the issue. This paperwork is placed in the student's yearly file (not permanent but kept as long as the student attends Evaline).

### Level 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 Head Teacher, Mrs. Annie Robinson. 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.

*Again, if you have questions regarding policy contact the Head Teacher. Questions about behavior should be addressed to your child's teacher, not the paraprofessionals that work with your student.*

### **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 staff 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 head teacher. 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.

### **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, 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. Please attend if possible.

### **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.

### **EMERGENCIES AT SCHOOL**

At school we must have the correct telephone numbers of the homes and places of employment of parents, names of neighbors or close relatives who might 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, your child will be 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, no telephone calls to parents will 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

### **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 (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 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:**

#### **Step 1: Five days (Academic year)**

Identify student(s) – review and monitor by the community truancy board.

#### **Step 2: Eight days (Academic year)**

Letter #1 – reminder of impact on learning. Community truancy board will put student on the “On watch list” as a letter will be sent home.

#### **Step 3: Ten days (Academic year)**

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

#### **Step 4: Twelve days (Academic year)**

Letter #2 – Parent(s) or guardian(s) are asked to come in for a conference. A Letter of Verification from a Health Care Provider may be requested. Parent(s) or guardian(s) are informed about the truancy law in this letter. If within five days of sending letter #2, the parent or guardian has not scheduled a conference with the community truancy board, a second request for a conference will be sent by certified mail. This letter will state the time and location for the conference and invite the parent or guardian to attend. At the conference, which is to be conducted by the building administrator/designee, solutions to the attendance problem will be explored.

#### **Step 5: Twenty days (year to date)**

Letter #3 - If parent does not make contact and/or provide Health Care Provider verification or attend scheduled conference, a truancy petition may be initiated.

**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: Two unexcused absences in one month**

Conference scheduled

### **Step 3: Fifth unexcused absence**

Unexcused absence letter with request for conference. If parent does not make contact or attend conference, may start court truancy proceedings.

**Step 4: Seven to ten unexcused absences (7 per month/10 per year) File truancy petition.**

### **Step 5: Follow up with contempt if indicated**

\*Attendance Contracts can be used to correct/monitor absenteeism. \*The Truancy matter could also be referred to Lewis County Juvenile Court, per the BECCA Bill. All parents, guardians or persons residing in this school district having custody of any child 8 years through 15 years of age shall require such child to attend school in this district if the child resides here. Regular school attendance is necessary for mastery of the education program provided. It is recognized that at times students may be absent from class. Therefore, the following principles shall govern the development and administration of attendance procedures within the district:

\*When a student is absent he 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 99.6 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.

### **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.**

### **UNIQUE HEALTH NEEDS**

The school should be informed of any allergies, reactions, chronic illnesses or serious physical problems with your children 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.

### **COMMUNICATION HOME (WEDNESDAY NEWSLETTER ENVELOPES)**

Every Wednesday the weekly school newsletter and various other tidbits of information are sent home with students in an inner-office mail envelope. Please remove and read the contents and then **sign and return the envelope each week.** Your signature confirms that you received the newsletter and all information that was sent home. This is the principle way we communicate with you, and keeping you informed as to what is happening at school. For your convenience, the newsletter is also sent home by email.

### **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 envelope.

#### **Fliers 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 are understandably slighted. Please arrange parties at home, over the telephone or through the mail.

**SCHOOL LUNCHES**

Evaline offers an unsubsidized, daily milk and hot lunch program. Each meal costs \$2.50, this fee includes milk. Payments to student lunch accounts can be made in the office. If you qualify for free or reduced lunches, please fill out the economic data survey and return to the office. You will receive a letter letting you know if your family qualifies. Evaline also offers morning snacks at the a.m. recess for \$.40 per snack. Students may purchase a snack at lunch if they have money in their lunch account. The snack program is not a part of the free and reduced lunch program.

**SCHOOL SUPPLIES**

In the Back-to-School letter a list of supplies will be included that your child will need to bring on the first day and have on hand during the year.

**CLASSROOM VISITS**

Classroom visitation is by appointment and permission from teachers only.

**FIELD TRIPS**

The school district provides several field trips during the year to benefit your child's cultural enrichment. Since field trips are a part of our curriculum students are expected to attend. A release to transport your child is necessary. This form is available in the office. All chaperones will be required to 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 see the chart located at the back of this handbook to see the immunizations that are required for your child.

**Medication at School:** If your child is in need of any medication while at school you will need to pick up and fill out a Medicine Form. These forms can be picked up at the school office or at your doctor's office. This form needs to be signed by both you and your doctor. This is a state requirement. (This is for both prescription and over-the-counter medication.) All medication will be dispensed through the district office.

**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 to school 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 through community member June Wachter. Applications for both scholarships may be obtained in the Evaline Office. 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.

## **WE APPRECIATE YOUR SUPPORT**

Have a great year!

## **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.

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

As a requirement of FERPA, educational agencies must, at a minimum inform parents/eligible students of the following rights. 1. The right to inspect and review the student's education records. 2. The right to request the amendment of the student's education records that the parent or eligible student (age 18) believes are inaccurate or misleading. 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. 4. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. 5. The right to 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. 6. The right to information about who to contact to seek access to or amendment of educational records.

### **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 race, creed, religion, age, veteran or military status, sexual orientation, color, national origin, sex 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

Parent(s)/guardian or students who feel they have been discriminated against have a right to file a complaint with the school district and/or local, state and federal authorities. Inquiries and complaints should be filed with the individuals listed below.

An Equal Opportunity Employer: Evaline School District provides equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity is provided without discrimination with respect to race, color, national origin or ethnicity, creed or religion, age, sex or gender, sexual orientation or gender identity, marital or family status, qualified individuals with physical, sensory or mental disabilities, military or veteran status, nor in violation of any other applicable state or federal laws.

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:

Kyle MacDonald, 111 Schoolhouse Rd, Winlock, WA 98596 Tel. 360-785-3460

Section 504/ADA Coordinator

Kyle MacDonald, 111 Schoolhouse Rd, Winlock, WA 98596 Tel. 360-785-3460

Evaline School District

111 Schoolhouse Rd.

Winlock, WA 98596

### **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-12 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 schoolwide 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.

Paraeducators 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 the Head Teacher, Annie Robinson at [arobinson@evalinesd.k12.wa.us](mailto:arobinson@evalinesd.k12.wa.us).

### **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.

### **CHILD FIND**

Each school district within Lewis County provides on-going Child Find activities with the purpose of locating, evaluating, and identifying students, birth-to-21 years old, with a suspected disability, regardless of the severity of the disability, who are not currently receiving special education and related services. Please call Evaline School District at 360-785-3460 for more information about the availability of these services.

### **Notice of Availability and Public Participation for Special Education Program**

Any application and any required policies, procedures, evaluations, plans, and reports, relating to Evaline School District's special education program are available for public review and comment. The District also welcomes public participation and input regarding the planning and operation of the District's special education programs.

### **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 it's regularly maintained asbestos maintenance plan in the office for public review. For more information, contacted the designated person, Christina Bradshaw 785-3460.



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: Head Teacher:

Call and set up a conference with the head teacher. If your student's classroom teacher is the head teacher, skip this step and go on to step 3.

## Step 3: Superintendent:

Call and set up an appointment with the Superintendent.

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

The Superintendent will present your written letter to the Evaline School Board of Directors.



## **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**