

**Morgen Owings Elementary
Lake Chelan School District
#129**



**Parent-Student Handbook
2022-2023**

A printed version is available on request.

Morgen Owings Elementary Staff

Office Staff

Erin Morin Principal
Todd Hausman Associate Principal
Damaris Rodriguez Administrative Assistant
Shea Steenhard Administrative Assistant
Erika Scroggie Nurse
Rachael Jacobus Counselor
Reece Bauer Counselor
Veronica Ruiz Migrant Advocate
Anna Fernandez Migrant Support

Kindergarten

Monica Anaya
Carolyn Burdick
Amanda Hale-Page
Chelsey Martin

First Grade

Karla Domser
Shannon Peebles
Sandra Perez
Jenifer Rainville

Second Grade

Melissa Collins
Amber Corrigan
Meghan Perry
Jamie Smith

Third Grade

Jessica Hefley
Sarah Todd
Shelly Stamps
Lizbeth Lopez- Vasquez

Fourth Grade

Creighton Wright
Jamie Mack
Kristin Nelson
Yesenia Montes Vieyra

Fifth Grade

Nikki Callero
Cathy Morris
Abby Phelps
Kaylin Whitlam

Playground Supervisors

Jessica Doyle
Kendra Hoffman
Sherri Lucas

Pre-K

Lori Alkema Lead Teacher
Marcia Martinez Lead Teacher
Maria Romero Assistant Teacher/Translator
Vanessa Esquivel Assistant Teacher/Family Support
Kim Nichols Special Education Assistant

Custodians

Margarito Vieyra Day Custodian
Ernesto Montalvo Evening Custodian

Support Staff

Kim Green ELD Specialist
Mayte Castillo ELD Specialist
Krystina Nelson Librarian
Bob Soost Music Teacher
Janelle Pinski Occupational Therapist
Fran Oswald Physical Education
Randy Silva Physical Education
Madonna Carlton Life Skills Inclusion Specialist
Deena Jenkins K-2 Inclusion Specialist
Cristina Gutierrez 3-5 Inclusion Specialist
Kari McClaren Highly Capable Coordinator
Jennifer Polley LAP Specialist
Mike James Technology Instructor/Coach
Tonya Ward Speech Therapist
Kris Austin Technology Specialist

Para Educators

Bev Cady
Lisa Heal
Rosemary Moller
Kristina Simpson
Caryn Ludwig
Kristin Kraus
Amanda Phelps
Lionor Ramirez
Esmeralda Lopez
Alma Diaz

Kitchen

Julie Webster
Tammy Jacobson
Azenith Richardson
Ashley Waters
Gilda Laughlin

District Office

Brad Wilson Superintendent
Jenann Ross Director of Human Resources
Kirk Marshlain Director of Student Services
Tiffany Viall Teaching & Learning Director
Tammy Williams Transportation Director
Rosey Burkhard Maintenance Director

K-5 SCHOOL DAY

School Hours

Tuesday – Friday: 8:15 a.m. – 2:50 p.m.

- Playground supervision available at 8:00 a.m.
- Breakfast begins at 7:45 a.m.
- First bell rings at 8:15 a.m. Morning announcements begin at 8:20 a.m.

Monday Late Starts: 9:30 a.m. – 2:50 p.m.

- Playground supervision available at 9:00 a.m.
- Breakfast begins at 9:00 a.m.
- First bell rings at 9:30 a.m. Morning announcements begin at 9:35 a.m.

Morning Drop Off System:

- If students are having breakfast, they are allowed to enter through the office or the back door.
- During the hours of 7:45 a.m. – 9:45 a.m. and 2:00 p.m. – 3:00 p.m., the front parking area is only for **parallel** loading and unloading of students. There is **NO** angled parking during these times.
- Parents please do not leave your car unattended. If you wish to park and bring your child in, please park by the community gym.

During the Day:

- When dropping off items for your child during the school day, please leave the items at the front office. The items will be delivered to your child's classroom at an appropriate time so as not to interrupt learning.
- To maintain safety, when visiting MOE, you can only enter through the front doors. Please be sure to sign in and get a visitor pass.

Afternoon Pick-up System:

- All student notes for bus and pick up changes are delivered at 2:00 pm. Bus changes can not be made after 2:00 pm.
- Students need to be picked up by 3:15 PM. The office staff is not always available to supervise students after school.
- The front parking area is only for **parallel** loading and unloading of students. There is NO angled parking during these times.
- Parents please do not leave your car unattended. If you wish to park, pick up your child, please park by the community gym.

PRE-K SCHOOL DAY

School Hours

Tuesday – Friday only

AM Session

8:00 AM - 11:00 AM

PM Session

11:45 AM - 2:45 PM

Parent Teacher Conferences

Parent teacher conferences are a required component of the ECEAP preschool. Conferences are scheduled three times per year (November, February and June). Additionally, families are expected to attend three mentoring mobility conferences with the preschool Family Support Specialist. These meetings are intended to support families in identifying personal goals and monitoring progress toward completion.

Food Service

Preschool meals are served in the MOE cafeteria.

Transportation

Transportation is available for preschool students. Please contact Tammy Williams at the Lake Chelan Schools transportation department for additional information at 509-682-2442

Special Events

September - Parent Orientation

December - Winter Music Program

June - End of Year Graduation

Special Education

Child Find requires school districts to have a process for identifying and evaluating children who may need special education and related services, such as counseling or speech therapy. Even infants and toddlers can be evaluated. They could then receive help for learning disabilities and developmental delays through early intervention programs. These programs help parents find out if their young children are on track. Then, if needed, the programs can connect families with appropriate services early in the child's life.

ATTENDANCE

Every absence, excused or unexcused, is a learning opportunity lost and can have significant impacts on a student's success in school and life. A student who misses 18 or more days in a school year—just two days a month—for any reason is considered chronically absent. Chronically absent students are more likely to fall behind in reading and math and less likely to graduate from high school. Addressing chronic absenteeism and developing good attendance habits is a solvable problem for which we all share responsibility.

Classroom teachers will make every effort to provide missed work for an absence; however; it is important to remember that skills presented in class can seldom be mastered by completing a worksheet. Parents should call early in the school day to give the classroom teacher reasonable notice to have work ready to be picked up in the office at the end of an excused absence day. According to the Compulsory School Attendance Law, RCW 28A.225, parents have the legal obligation to ensure that their child attends school on a regular basis.

If a child is not at school, we request that a parent notify the office before 9:30 am. The office will be contacting the parents of absent children when a phone call is not received.

After an absence, a student should bring a note from home explaining the absence if the parent has not previously called regarding the absence. The note should be dated and signed by the parent and should state the number of days absent and the cause of the absence.

A request for an extended absence from school for non-illness or non-emergency reasons must be completed by parents prior to the absence. These absences may be considered unexcused. Forms are available in the school office.

ATTIRE

Personal appearance can have a positive effect on children. It is important that staff and students dress in a manner that promotes productive behavior and learning. Appearance and attire should be clean and within the bounds of decency, health, and safety. Students whose dress or appearance is disruptive to the educational process or a health or safety concern may be asked to change their clothing before taking part in classroom activities. It is helpful for parents to assist their children in choosing proper clothes to wear.

Physical education is part of our education program; children need to be dressed so they may actively participate in these activities. For health and playground safety, it is recommended that students wear sturdy shoes and socks to school. High heels, flip-flops, and open toe footwear may increase your child's risk of injury on the playground.

Students need to come to school with clothing appropriate for the weather. Students will have outdoor recess unless the temperature drops below 13° Fahrenheit with wind chill.

BEHAVIOR

PBIS at MOE

Be Respectful, Be Responsible, Be Safe.

At MOE, we have high expectations for student behavior. The MOE staff works to build relationships with students and families. We need to work together to help all our students be successful at school. Every minute is a learning opportunity, and that includes learning from behavior mistakes. Continual teaching and practicing combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. The more we can teach our students what appropriate behavior looks like and catch

them doing it, as well as develop their ability to learn and grow from mistakes, the better problem solvers and communicators our students will be. Our job is to help them understand that “Good citizens follow the rules of the setting.” Therefore, wherever they go, and whatever they do, they will be able to adjust to their surroundings and be successful.

The staff works with students who are referred to the office for discipline issues. The staff will apply appropriate consequences to fit the offense depending on the student’s age, prior offenses, and any contributing disabilities. The staff strives to build a support system including teachers, family, classified staff and administrators for students as needed.

BRING YOUR OWN DEVICE (BYOD) PROCEDURE

As new technologies continue to emerge, they can provide many new and positive education benefits for learning. To encourage this growth, students in the Lake Chelan School District may bring their own technologies to campus for the purpose of learning and student engagement. For purposes of Bring Your Own Device, “Device” means any hand held entertainment systems or portable information technology system that can be used for: word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Only the guest Internet connection may be accessed while on campus. Personal Internet connected devices such as but not limited to cell phones/cell network adapters (tethering) are not permitted to be used to access outside Internet sources at any time during the school day.

Keeping the device secure rests with the individual owner. The Lake Chelan School District is not liable for any device stolen or damaged while on campus. It is recommended that skins (decals), engravings, or other custom markings be used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the implicit right to use his laptop, cell phone, or other electronic device while at school. It may be used only with teacher permission in the classroom and for educational related activities while in other common areas. When abused, privileges will be taken away. When respected, they will benefit from participating in the BYOD program and adhere to the Student Code of Conduct as specified by their school’s Student Handbook, particularly the District’s Acceptable Use Policy (AUP) 2022P.

Student Owned Devices:

- Must be in silent mode while on school campuses and while riding school buses or school vehicles.
- May not be used to cheat on assignments or tests, or during class time for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Recording video or taking photographs on campus may only be done with teacher permission and for educational related activities.

- May only be used to access files on computer or Internet sites, which are relevant to the classroom curriculum.

A student's device will connect to the Internet through the district filter and no attempts may be made to bypass it using available technology. Students must also be able to verify that their device's antivirus software exists and is up to date.

The school has the right to collect and examine any device that is suspected of causing problems (hacking or tampering with secure data) or was the source of an attack or virus infection.

Printing directly from personal devices will not be supported at school. Personal technology is to be charged prior to bringing it to school and runs off its own battery while at school. Students will not have guaranteed access to power sources.

BYOD Student Agreements and Discipline

Student Agreement

- *I understand and will abide by the above policy and guidelines.*
- *I further understand that any violation is unethical and may result in the loss of my device privileges as well as other disciplinary actions, which may include expulsion.*

Student Discipline:

- *Student abuse or misuse of school technology will result in one or more of the following penalties and will be assessed at the discretion of the school administration:*
 - *Students may face suspension or revocation of computing and other technological privileges.*
 - *Students may face disciplinary action assigned by the administration including a hearing with the student's parents.*
 - *Students may be required to make full restitution to Lake Chelan School District for resources consumed.*
 - *Students may face other legal action including action to recover damages.*
 - *Students may face referral to law enforcement agencies.*

The Bring Your Own Device Policy and Procedure 2022 is available in its entirety on the Lake Chelan School District website – www.chelanschools.org.

CLASSROOM CELEBRATIONS & SAFE SNACKS

Traditionally, various celebrations at school have been accompanied by treats provided by families. With food allergies being so numerous in our district, we must be careful to ensure our students stay safe at school. The Lake Chelan School District Board of Directors have approved this new appendix as an addition to our already stated in *Policy and Procedures 3420*, it shall clarify the procedures that must be followed when food and beverages are brought into the Elementary and/or Preschool for group consumption. The procedure language is as follows:

1. All food and/or beverage intended for group consumption during the school day will need to be **checked in through the school nurse** before distribution in the classroom.

2. All food brought into the Preschool and/or Elementary school for group consumption by the students during the day will be commercially prepared and clearly labeled with ingredients. Foods that are without labels will not be accepted.
3. All food brought into the Elementary and/or Preschool for group consumption by the students during the school day will need to be sealed in the original container it was purchased in.

COMMUNICATION

Please encourage your children to bring home all newsletters and school notices. We make every effort to keep you informed about school activities. Your child's school will send communication home in a timely manner concerning upcoming events.

The newsletter and other district information can be found on our district's website at www.chelanschools.org. School news is also available through such sources as Facebook, Twitter, and local newspapers.

The district uses an automated message system to communicate with families. Messages are sent out in both English and Spanish. The program is only effective if the school has updated and accurate phone numbers and email address. Please notify the office immediately with any phone number and email changes.

You can also obtain school closure information at www.chelanschools.org. The district's school messenger system will be used to communicate events, important information, and emergency information to our families. It is important that your current and primary phone/email information is up to date so you receive this information in a timely manner.

DRUG FREE SCHOOL POLICY

It is the policy of Lake Chelan School District and Morgen Owings Elementary School, as well as state law, that our school is a drug free school. It is the intent of the law and the policy that no use of drugs or alcohol is permitted on school grounds at any time, including after school, evening and weekend activities.

NOTE: The football field as well as the school grounds of any district building is subject to enforcement of the laws. Adults as well as students are subject to enforcement according to the law. Students will be subject to consequences outlined in the discipline policy.

FIELD TRIPS

Field trips may be used to supplement and enrich the curriculum. Parents are always notified in advance of each field trip. A blanket Field Trip Permission Slip is sent home at the beginning of the year. This form will be kept on file and will allow students to participate in school-sponsored "walking" field trips. Students without a signed blanket Field Trip Permission Slip on file will need to return a signed form for each trip.

Field trips that will be taken on a school district bus will require a specific Field Trip Permission Slip. Teachers will send home information in advance along with the form. Students that DO NOT have a signed permission form will NOT be allowed to attend the field trip.

Parent chaperones are frequently needed to assist with field trip supervision. All chaperones must be approved through the volunteer application process for the current year. This process can take up to 2 weeks.

HARASSMENT, INTIMIDATION AND BULLYING

The Lake Chelan School Board is committed to a safe and civil education environment for all students, employees, parents/guardians, volunteers and community members that is free from harassment, intimidation, or bullying. “Harassment, intimidation, or bullying” means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental health or physical disability or other distinguishing characteristics, when an act:

- 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; or
- D. Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, and bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Please notify the school administration of any acts of harassment, intimidation, or bullying, and either the informal or formal complaint process will be explained to you. Action will be taken immediately to stop the undesired behavior.

NON-CUSTODIAL PARENTS

The school district assumes that non-custodial parents have all rights and privileges of custodial parents unless presented with a certified copy of a court order or a decree limiting those rights.

LOST/FOUND OR DAMAGED SCHOOL PROPERTY

Articles of clothing or other items found on school grounds are brought to the Lost and Found. Lost and Found is located in the front entrance. If your child loses an item, encourage him/her to check the Lost and Found. Parents are welcome to check the Lost and Found for missing articles. At the end of each month, unclaimed articles are given to worthy organizations. The school is not responsible for lost or stolen items that your child brings from home. Children are encouraged to leave all toys and possessions not necessary for learning at home. Students and parents are responsible for library books, textbooks and other school property. Report cards will be issued when books and property are paid for or returned in good condition. Appropriate fines will be levied to compensate for lost or damaged materials.

PARENT INVOLVEMENT POLICY

Morgen Owings Elementary Title I Parental Involvement Policy reflects federal and state guidelines and encourages the involvement of parents to act as advisors and as a resource in the following ways:

1. To ensure that parents of participating children have an adequate opportunity to participate in the planning, designing, and implementation of the Title I Program, Morgen Owings Elementary will convene a meeting in the fall to:
 - review purpose, goals, and strategies to be used in the program and the school-wide model
 - provide an explanation of the requirements and rights for all parents
 - provide a description and explanation of the curriculum used in the program
 - provide parents with a copy of the parent involvement policy as well as school policies and procedures
 - develop a school-parent-student compact that outlines how parents, and the entire school staff, and students will share the responsibility for improved student achievement by developing a partnership to assist students in achieving high standards.
2. Provide parents with information relating to their child's progress on an ongoing basis.
 - parents will be informed four times during the school year through progress reports and report cards.
3. Conduct conferences with parents to discuss their child's progress:
 - discuss the proficiency levels that students are expected to meet
 - discuss individual strengths and needs of the student
 - discuss progress and placement of the student
 - share and discuss the student's learning plan
4. Provide support for parental involvement activities as parents may request:
 - Discuss with parents their needs and desires relative to meetings and parent involvement activities.
5. Provide information to the extent practicable or programs and activities in a language and form that parents understand:
 - Survey parents to ascertain any needs for communication in a language other than English
 - Solicit feedback from parents to ascertain effectiveness of written and oral communication.
6. Annually assess through consultation with parents the effectiveness of the parent involvement program and determine what action, if any, should be taken to improve the policy.

At Morgen Owings Elementary School, in order to further enhance parent involvement we will work to ensure that:

Communication between home and school is regular, two-way, and meaningful: Effective communication requires school-initiated contact with the parent and parent-initiated contact with the school where both parties provide vital information about a child's strengths,

challenges, and accomplishments. To effectively communicate, both parties must be aware of and considerate of issues such as cultural diversity, language differences, and appropriate steps must be taken to allow clear communication.

Responsible parenting is promoted and supported: The family plays a primary role in a child's education, and schools must respect and honor traditions and activities unique to a community's cultural practices and beliefs. Parents are linked to programs and resources within the community that provide support services to families.

PROGRESS REPORTING/CONFERENCES

An important goal of Morgen Owings Elementary is to collaborate with families to support your child's learning. Informal communication with our students' families will occur regularly through the use of e-mail, phone calls, notes and classwork folders being sent home. Formal written progress reports are sent home four times during the year.

Formal parent conferences are scheduled for all students in October. Additional conferences may be scheduled at the request of the parent or teacher. If you have any questions pertaining to your child's progress or the instructional program that he/she is involved in, please do not hesitate to contact your child's teacher and request a conference.

SCHOOL BUS SAFETY

In order to assure safe transportation to and from school, responsible student behavior is extremely important on the school bus. Please discuss the bus passenger rules and procedures with your child. Your child should appreciate the important part he/she plays in accomplishing SAFE and EFFICIENT district transportation.

Your child should understand that riding a school bus is a privilege conditioned on appropriate, safe, respectful behavior. Unruly conduct on the bus is a very real risk to the safe operation of a school bus.

Your cooperation in communicating this important message would be most appreciated. If you need to get a hold of the Bus Garage for any reason please call them at **509-682-2442**.

At the Bus Stop

Students are expected to be at the bus stop 5 minutes before the bus is scheduled to arrive; however; students who arrive too early tend to have problems caused by too much unsupervised time. Please work with your student to develop a schedule, which will allow them to arrive at the bus stop on time, but not so early as to create a problem at the bus stop. While waiting at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could injure themselves or others. Students are expected to respect others' property, however, but stops are not supervised and parents are responsible for supervision until students are under the supervision of the driver. When the bus approaches, students must observe the instructions of the driver. This is particularly important in the winter when slick road conditions exist.

Driver Authority

The driver has full authority over the passengers on the bus. Seating assignments may be necessary to assure passenger safety. If a student demonstrates inappropriate behavior, the parent will be contacted to assist the student to modify the behavior concern.

All children are expected to ride their assigned bus regularly. If it is necessary for your child to ride a bus, other than the regularly assigned one, please contact the school office at 682-4031. A bus pass will be made out in the office for the child to give the bus driver.

Boarding/Departing Bus

It may be necessary to cross the road to board the bus. Students are expected to observe the driver's instructions and always cross in front of the bus with the aid of the flashing stop sign lights and crossing arms.

Passenger Conduct

Safe, respectful conduct is expected of all passengers to insure safety:

- Follow the driver's instructions when first requested.
- Remain seated at all times and sit facing forward.
- Respect others and their property
- Keep your hands, feet, and objects to yourself.
- Keep the noise level down.

Serious or persistent violations offensive to, or endangering the safety of others will result in progressive discipline. The age and experience of the student will help determine how many progressive steps are appropriate. Certain activities may result in immediate suspension from bus riding privileges. These include but are not limited to:

- Fighting on the bus
- Throwing objects in or out of the bus
- Possession of dangerous weapons or articles
- Destroying or defacing district or private property
- Using of sparking devices
- Smoking, or use possession of drugs, alcohol or any form of tobacco
- Obscene gestures or profanity directed at the bus driver or others
- Any body part extended outside of the bus

SCHOOL MEAL PROGRAM

	Reduced K-3	Reduced 4-12	Regular K-5	Milk	Adult
Breakfast	Free	Free	Free	Free	\$2.50
Lunch	Free	Free	Free	Free	\$3.60

Lunch money can be added to your child's account at the front office or online. Parents can also track student lunch accounts on Family Access. If your account has not been set up, please contact the MOE office.

Menus are available on the district website. Menu items may vary on occasion.

Late Start Monday	K	1	2	3	4	5
Breakfast	9:00 AM – 9:30 AM	9:00 AM – 9:30 AM	9:00 AM – 9:30 AM	9:00 AM – 9:30 AM	9:00 AM – 9:30 AM	9:00 AM – 9:30 AM
Lunch	11:00 AM – 11:20 AM	11:15 AM – 11:35 AM	11:30 AM – 11:50 AM	11:45 AM – 12:05 PM	12:10 PM – 12:30 PM	12:25 PM – 12:45 PM

Tuesday - Friday	K	1	2	3	4	5
Breakfast	7:45 AM – 8:15 AM	7:45 AM – 8:15 AM	7:45 AM – 8:15 AM	7:45 AM – 8:15 AM	7:45 AM – 8:15 AM	7:45 AM – 8:15 AM
Lunch	11:00 AM – 11:20 AM	11:15 AM – 11:35 AM	11:30 AM – 11:50 AM	11:45 AM – 12:05 PM	12:10 PM – 12:30 PM	12:25 PM – 12:45 PM

STUDENT HEALTH

Morgen Owings Elementary has a full-time school nurse on campus. Realizing that bumps and scrapes do occur during the year, the nurse has Band-Aids, ice packs and other supplies available to take care of minor injuries. If a student is injured at school, the nurse, office personnel or the principal will administer first aid. The parents will be contacted in those cases, which are serious enough to warrant communication. If the parent is unable to be reached, the emergency numbers, which have been provided by the parents, will be called to find someone to pick up the child. If necessary, 911 will be called. Your assistance in providing complete information on the enrollment and health history form, and keeping it updated is appreciated. If your child has any special health considerations or food allergies, please share that information with your child’s teacher, the school office, and/or the school nurse. Please notify the school nurse if your child has a change in health status during the school year.

If your child shows signs of illness before school, he/she should not be sent to school. It is seldom that a child improves on the way to school and a day at home can often be preventative medicine. Children who become ill, or have symptoms of illness (vomiting, diarrhea, fever of 100.0 or above, at school will be sent home after parents/guardians have been contacted. It is recommended that students who have been ill should stay home until symptoms of illness, fever; vomiting, diarrhea, etc. are gone for **24 hours without the use of symptom relieving medicines.**

Medication

It is the policy of Lake Chelan School District and Washington State Law not to give any medication (prescribed or over the counter) to students at school except at the request of **both the physician and the parent.**

When it is necessary for the staff to administer medication to a child during the school day, these procedures are to be followed:

- a. The parent/guardian obtains the Authorization for Medication at School form. Forms are available in the school office.
- b. The parent/guardian sends or takes the form to the health care provider for orders and signature.
- c. The parent will complete the bottom of the form and sign it.
- d. The parent/guardian will bring the completed form and the needed medication to school. **(Students are not allowed to transport medication to school.)** The medication must be in the original container, properly labeled and have a maximum of twenty-day dose.
- e. Parents/guardians must bring in refills for students if needed.

STUDENT INFORMATION

Most information about the Lake Chelan School District students cannot be made public without consent of parents or guardians. Federal law prohibits schools from releasing information without permission, except for what is termed “directory information.” Directory information about students may be released by the district without parental consent. The school district will not release directory information for commercial purposes.

Directory information is defined as the student’s name, photograph, address, grade level, dates of attendance, participation in officially recognized activities and sports, dates of attendance, diplomas and awards received and the most recent school attended. Photos of students are sometimes used in district or school produced publications for use by the news media. The district takes special care not to identify the photographed students by name in most cases. However, published photos in yearbooks, student/school newspapers, school handbooks, etc., are considered public domain and can be reproduced by the media.

Parents/guardians who do not want their student directory information released need to notify the school office in writing. If you have questions, please contact the school office.

THREAT/THREAT ASSESSMENT

Students may not threaten to hurt or kill another student or threaten to cause damage to the school. As in airports and other public places, these kinds of words, joking or otherwise, are not allowed. The safety of students is our top priority at school. Threats to kill or cause bodily injury to people or destroy property will be taken seriously. Depending on the seriousness and nature of the threat, a student may be detained, sent home from school or emergency expelled while a threat assessment is completed. Police may be contacted.

TOYS

All toys and personal items should be kept at home except items brought for “Show & Tell” purposes with advanced permission given by the teacher. These items should remain in the classroom. Toys can cause a disruption to learning and are often lost or stolen. Morgen Owings Elementary does not accept responsibility for personal items that are lost or broken at school.

VOLUNTEERS & VISITORS

Parents/guardians are encouraged to visit school to observe and assist in classes. Your child's teacher may have special activities to which parents are invited. Please refer to your classroom newsletters for times and dates. Please check with the child's teacher as to the best time to visit. All visitors are asked to check in at the school office prior to going to their child's classroom.

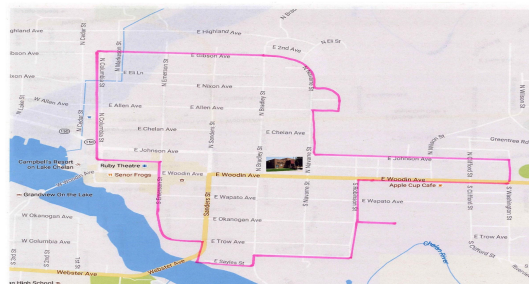
All parent/community volunteers are required to complete a Volunteer Packet. A new packet needs to be completed yearly. Packets are available in the school office. For the safety of students and staff, a completed background check and attending an information volunteer meeting are required prior to volunteering at Morgen Owings Elementary. The volunteer meeting with the school administrator(s) may be scheduled with the MOE office. Volunteers are required to check in and out with the office. Visitors are also required to wear a badge while at school.

WALKING SCHOOL BUS ROUTES

Beginning this school year, students who live within a reasonable distance from school must walk to school or be transported by family, rather than ride the bus. The reasons for this change are:

1. to promote a healthy lifestyle
2. to reduce pollution (emissions from buses)
3. to improve transportation efficiencies
4. to comply with state bus boundary directives

MOE students who live within these boundaries can safely walk to school in 5 or 10 minutes. If you need more information regarding boundary lines or bus routes, times and stops, please call the bus garage at **509-682-2442**.



TITLE I PARENT INVOLVEMENT NOTIFICATION

Parent Involvement Studies show that parental involvement in their child's education is a critical factor for success. In fact, a home environment that encourages learning is more important for student achievement than income, education level or cultural background. Children whose

parents are involved in their education go farther in school. The earlier you get involved in your child's education, the more effect it has on their success. That involvement can be as simple as talking about school. Children who talk regularly about school with their parents perform better academically. Other important activities are to actively organize and monitor your student's time and help them with homework. Reading is particularly affected by home activities. The most important activity parents can do for their child's reading success is to read aloud to them. One great way to get involved with your child's education is to participate in a Parent-Teacher Association (PTA) or building parent advisory committees.

Title I Parental Involvement Policy 4130

A. The board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The board views the education of students as a cooperative effort among school, parents and community. The board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

1. Play an integral role in assisting their child's learning;
2. Are encouraged to be actively involved in their child's education at school; and
3. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

B. The board of directors adopts as part of this policy the following guidance for parent involvement. The district will:

1. Put into operation programs, activities and procedures for the involvement of parents in all of its Title I schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;
2. Provide the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementing of effective parent involvement activities to improve student academic achievement and school performance.
3. Build the school's and parent's capacity for strong parental involvement;
4. Coordinate and integrate Title I parental involvement strategies with parent involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction, Preschool Youngsters, or state-run preschools;
5. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools served with Title I funds including: identifying barriers to greater participation of parents in Title I related activities, with particular attention to participation of parents with limited English proficiency, parents with disabilities and parents of migratory children; and
6. Involve the parents of children served in Title I, Part A schools in decisions about how the Title I, Part A funds reserved for parental involvement are spent.

Federal law requires that parents be notified annually of the district parent involvement policy. This policy is reviewed and revised through feedback by parents each year. The district parent involvement policy is accessible online at www.chelanschools.org, located in the "For Parents" tab. For further questions on this policy, please contact the Title I Director, Mr. Kirk Marshlain at (509) 682-3515 or marshlaink@chelanschools.org.

WEAPONS POLICY

Any Lake Chelan School District Student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420 with notification to parents and law enforcement. The superintendent of the Lake Chelan School District may modify the expulsion of a student on a case-by-case basis under RCW 28A.600.010. "Violations involving a gun or other weapon result in a minimum one calendar year expulsion (RCW9.41.280)

***Compliance with these standards is mandatory.**

STATEMENT OF NONDISCRIMINATION

The Lake Chelan School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX & Civil Rights
Compliance Coordinator**
Jenann Ross
PO Box 369
Chelan, WA 98816
509-682-3515
rossj@chelanschools.org

Section 504/ADA Coordinator
Kirk Marshlain
PO Box 369
Chelan, WA 98816
509-682-3515
marshlaink@chelanschools.org

SEXUAL HARASSMENT

Students are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: www.chelanschools.org.

DISCRIMINATION

The Lake Chelan School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups (see School Board Policy 3210 and Procedure 3210). The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

TITLE IX COORDINATOR / CIVIL RIGHTS COMPLIANCE COORDINATOR

Ms. Jenann Ross

Human Resources Director

PO Box 369, Chelan, WA 98816

509-682-3515

rossj@chelanschools.org

SECTION 504 / ADA COORDINATOR

Mr. Kirk Marshlain

Special Programs Director

PO Box 369, Chelan, WA 98816

509-682-3515

marshlaink@chelanschools.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here www.chelanschools.org.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child has experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Write Out Your Complaint

In most cases, written complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainants will not be promised confidentiality at the onset of an investigation, but every attempt will be made to insure confidentiality. Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities.

- A. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based upon the information in the officer's possession.
- C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- D. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- E. The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
 - 1. That the district intends to take corrective action; or
 - 2. That the investigation is incomplete to date and will be continuing; or
 - 3. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in

no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process, considerations or a lawful order from imposing the discipline until the appeal process is concluded.

G. If a student remains aggrieved by the superintendent's response, the student may pursue the complaint as one of discrimination pursuant to Policy 3210, Nondiscrimination or a complaint pursuant to Policy 4220, Complaints Concerning Staff or Programs.