Dear Parents,

Welcome to Kettle Falls Elementary! This handbook has been prepared to help answer some of the most common questions students and parents have about our school. It also gives you information we are required to share with you. We hope it meets these goals as well as helping you get acquainted with us.

We enjoy our work at Kettle Falls Elementary. We enjoy teaching. We enjoy learning. We enjoy sharing the world with children and helping them learn to get along with one another. Most of all, we just enjoy children!

We work hard and hold high expectations for our students and ourselves.

We need you! Education is a cooperative venture. We are at our best when home and school work together to help children learn and grow. We want you to participate. You can find more information about KFES at our website www.kfschools.org.

It is our hope that this booklet will be of assistance to you in your relationship with our school. Please keep it handy as a reference. If you have any questions or concerns, feel free to call the school:

738-6725 anytime.

Welcome to the Kettle Falls Elementary community. Share with us as we help our children learn and grow!

Curtis Corvino
Principal
SCHOOL HOURS

8:15 AM - 2:45 PM  Monday, Tuesday, Thursday & Friday.
9:15 AM - 2:45 PM  Wednesdays - Except for 11/24/21
                      Hours 8:15-10:50 a.m.

PARENT INFORMATION

Attendance Regulations and Policies  Attendance at school is not only required by state laws but is essential for satisfactory school progress. Missing 10% (18 days) has been shown to have significant impacts on student achievement in reading and math. Being late to school has an impact on the readiness of the child and can also lead to poor achievement. We miss your child when they are gone from school and we value their contributions to their crew. If your child is going to be absent, please call 738-6725 and let us know.

In the elementary school, after 5 excused absences in any month or 10% or more excused absences in the school year, you and your student will be invited in to have a conference with the principal to make a plan and agreement on how to lower the number of absent days. If the absences continue, then you will be asked to attend another meeting to sign a contract with the school. This contract will require a doctor's note in order for absences to be excused. If absences continue, you may be referred to the Community Truancy Board.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court, depending upon the availability of a truancy board for our school. If your student continues to be truant, you may need to go to court.

Absences—Illness and Other  Children should be in school unless they are ill. When children are ill they should be kept home. However, there are occasions when exceptional circumstances might also constitute a valid absence. It is important that parents contact the school ahead of time if their child is going to be absent for any reason, including illness. For extended absences, please notify the teacher 5 days in advance in order to obtain homework for your child. During absences, we will provide your child with work to complete at home.

Parents must call the office or send a note with a sibling if a child will be absent.

Call 738-6725 8:30 AM

Address and Telephone Number  It is very important that the school be kept informed of the home address and current telephone number plus an emergency telephone number where a parent can be reached. Please notify us immediately if there are any changes in address, phone number, or persons to call in order that we may have information to act on in case of an emergency situation with your child. Automated messages call or text just the primary number for each family.
Communication and Involvement: Communication and cooperation between the school and home are key components to the success of your child’s school experience. Please feel free to contact your child’s teacher or the office when you have questions or concerns. Attending open house, parent conferences, portfolio celebrations, family nights and other school functions are important to each child. This also gives parents an opportunity to see what is happening at school. Your involvement, help, and support are essential elements to your child’s educational success.

Homeless Liaison: For information on Student Housing, please contact Tracy Vining, Kettle Falls School District Homeless Liaison, 509-738-6014, Location: Kettle Falls Middle School

Student Led Conferences: Parents will be invited during the school year to meet with their child and teacher to discuss the student’s progress. We accommodate parents with a variety of conference times; we also attempt to schedule siblings in consecutive time frames. If for any reason you cannot keep your appointment let the teacher know well in advance so that he/she can reschedule your conference.

Conferences are an integral part of the school’s reporting program. Conferences are designed to give students the opportunity to reflect on their learning and parents an accurate and objective report on their child’s progress and behavior. Parents should not hesitate to ask questions about any concerns they may have which they feel the teacher may not have touched upon at the conference or which should be brought to the teacher’s attention.

Report Cards: The school year is divided into trimesters. Student/parent/teacher conferences will be scheduled at the first and second reporting period in December and March. Report card and portfolio discussions will occur at that time. The final report card will be sent home with your child the last day of school.

Volunteering: We believe that volunteer programs enhance the overall educational program in our school. However, we will not be using volunteers during the COVID-19 crisis.

Background Checks: The Kettle Falls School district has long had a policy of student and staff safety. We are updating our records and need to ask your permission if you wish to be a classroom volunteer, volunteer on fieldwork, Adventure or accompany children on a school activity. In order to do this, we will need to conduct a Washington State Patrol (WSP) background check. This is not a fingerprint check. There is no cost; you will need to provide your state identification and a permission form. A fingerprint background check will be required if you are someone who will be working with children in small groups, or in one-on-one situations. Please see the principal of your school for more details.

Visitors: Parents and guests have always been welcome. During the COVID crisis, we will be limiting entry into the school to help our students remain healthy.

Withdrawal from School: Parents must come into the office and withdraw their child from school in person. Please notify the office- if possible- before the anticipated withdrawal. Make sure your child has returned all textbooks and library books, paid any charges they may have incurred and has checked out with the classroom teacher. School records will be sent to the next school when an official request is received from the new school.
STUDENT INFORMATION
RESPONSIBILITIES & NOTICES
(Please read with your child)

Privately Owned Property... Kettle Falls Elementary will not assume responsibility for the maintenance, repair, or replacement of any privately-owned property brought to school or to a school function unless school staff has specifically requested the use or presence of such property. Cell Phones, tablets and other electronics, and breakable toys are not recommended at school and cannot be used at school.

School-Owned Property... Students are taught Responsibility through the CREW Leader Habit of Be Proactive. It is expected that students treat school property carefully. Damage to school property can result in a charge for the repair or replacement.

Telephone/Student Use... The school telephones are to be used only for school business. The phones are not to be used to get last minute parental permission to go home with a friend; these plans should be arranged before coming to school. In an emergency the teacher or office staff will allow the student to use the phone.

Dress and Appearance... Clean, comfortable clothing is the best guide. Girls and boys, under the guidance of their parents and the school, should learn to make rational choices when selecting wearing apparel. We do not permit loose-fitting sleeveless t-shirts, tank-tops, halter tops, bare midriffs, or t-shirts with pictures or slogans that may be offensive to other students or staff. Shorts may be worn during hot weather and need to be fingertip length. Footwear needs to keep the foot safe and secure.

PE Shoes and Clothes... All children have PE once or twice a week. They must wear appropriate “PE” shoes to participate. A pair of shoes should either be kept at school or brought to school on PE days. Students are responsible to have PE shoes on PE days. Clothing on PE days must be appropriate for fast-paced activities.

Fieldwork... When fieldwork is scheduled, teachers will inform parents through notes, notification through the website and Blackboard calls. Blackboard calls the primary phone number for students; please keep the school informed of your current phone number. All parents will authorize permission for fieldwork on the registration form at the beginning of the school year.
HEALTH

**Special Health Concerns**... Please inform the school if your child has any special or life threatening health concerns. The school nurse is available to work with students and parents in dealing with health problems. It is required that we have an emergency plan for any health condition that may be life threatening such as a food or insect allergy, asthma, seizures, and diabetes. Individual health plans are written for students with special health needs. Please keep us informed.

**Screening**... Periodic vision and hearing screenings are conducted at certain grade levels each year. These are quick screenings to identify problems that might interfere with learning; they do not take the place of professional examinations by your health care provider. Parents will receive written notice of any problems noted. Please notify the school nurse if you suspect your child has a vision or hearing problem.

**Student Participation**... Good emotional and physical health is closely related to the learning process. Students are expected to participate in all activities scheduled in the school program. Any request for limitation of a child's physical activity should be accompanied by a statement from your physician or discussed with the school principal.

**Emergency Treatment**... Schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student. The principal, school nurse, or other designated employee will immediately contact the parent so the parent can arrange for care or treatment of the injury or illness. 911 will be called when it is deemed necessary.

In the event the parent or emergency contact cannot be reached, and in the judgment of the principal or person in charge that immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may then choose to continue the treatment or make other arrangements.

_Parents are responsible for the care of children who become ill. It is very important that we are able to contact you or another adult who will assume responsibility in case of emergency. Please make sure we know immediately if you change your address, telephone number, employer, babysitter, day care, or emergency contact._

_Medication request forms are available in the school office._

_Students may not self-medicate._

**Medication at School**... School personnel may not give oral medication (prescribed or over-the-counter) to students at school without all of the following:

(1) Written, signed, and dated orders from a physician on the official KFSD form.
(2) Written guidelines from the parent requesting that the school administer the medication.
(3) The medication must be properly labeled and in its original container.
Sometimes it is difficult to decide whether a child is well enough to send to school or should be kept home. **Here are some guidelines to help you decide.**

**Fever:** Children with a temperature above 99° should not be sent to school. Children should remain home for 72 hours after a fever is gone before returning to school.

**Colds/Sore Throat:** A child with an acute cold, or severe symptoms or a deep or racking cough need to stay home even if they have no fever. Colds and coughs spread quickly.

**Conjunctivitis (Pinkeye):** If there is any itching or drainage from the eye children should stay home. Pinkeye is a quick spreading infection. Children may return to school 24 hours after seeing a physician and starting a treatment schedule.

**Head Lice:** Children with lice are excluded from school until all lice and nits are gone. The nurse and school staff will check all children in September, January, and as needed for head lice.

Parents must call the office or send a note with a sibling

If a child will be absent.

Call 738-6725 by 8:30 AM

If you know in advance your child will not be here,

Please prearrange with the office.
**BUS INFORMATION**  
Bus Garage 738-6625 ex. 601

**IMPORTANT:** If a student is to ride the bus home with another student the parents need to send a note giving their permission. The note must include the name and address of the destination. The note will be signed by the office and given to the bus driver before departing. Please try and call with messages before 2:00.

**SCHOOL BUSES:** Riding the school bus is a privilege, not a right. Proper behavior and actions will guarantee this privilege. While riding on the school bus, your child is governed by Washington State Law and District Policy.

**STUDENT CONDUCT:** Students will conduct themselves in a manner that will assure the safety of all involved when waiting for, riding on, and departing from school buses.

**GENERAL BUS RULES**

**BE SAFE .. BE COURTEOUS .. USE GOOD SENSE**

1. Students must follow the bus driver's directions at all times!!
2. Students must talk with quiet voices.
3. Students are to remain seated while the bus is in motion.
4. Students must keep their hands and feet to themselves and out of the aisles.
5. Students must have written permission to leave the bus other than at home or school.
6. Students may be assigned a seat on the bus at the driver's discretion.
7. Students shall have nothing on the bus that may cause injury to another student.
8. Students are not to eat or drink on the bus unless the driver grants permission.
9. Animals are not allowed on the bus, (except seeing eye dogs).
10. Students shall not open or close windows without permission of the driver.
11. Riders shall be on time for the bus both morning and evening.
12. Students must wait for the bus in an orderly fashion. They must stay off the road away from traffic.
13. Students must never approach a bus until it has come to a complete stop and the access doors have been opened.
14. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

*MISCONDUCT ON BUSES SHALL BE HANDLED IN COOPERATION WITH STUDENTS, PARENTS, BUS DRIVERS AND PRINCIPAL.*
## CREW Habit Implementation Plan

Supporting ALL kids in achieving the Habits of a Scholar and Good Citizen

<table>
<thead>
<tr>
<th>CREW Word</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CARING</strong></td>
<td>I can care about myself and others (my CREW).</td>
<td>I can show caring by being a good friend.</td>
<td>I can show caring by recognizing the strengths of each CREW member.</td>
<td>I can show caring by valuing others’ diverse opinions and perspectives while contributing to the operation of my school and community.</td>
</tr>
<tr>
<td><strong>RESPONSIBLE</strong></td>
<td>I can be responsible by contributing to my classroom CREW.</td>
<td>I can be a responsible problem solver.</td>
<td>I can show responsibility by following CREW expectations and solving problems.</td>
<td>I can show responsibility by implementing problem-solving strategies in the classroom and school community with self-efficacy.</td>
</tr>
<tr>
<td><strong>EFFORT</strong></td>
<td>I can show effort by doing my best work.</td>
<td>I can show effort to achieve my goals.</td>
<td>I can show effort by persevering through challenges when working to be the best version of myself.</td>
<td>I can show effort in the midst of challenges by setting, monitoring, and evaluating goals and as a result find personal satisfaction.</td>
</tr>
<tr>
<td><strong>WISDOM</strong></td>
<td>I can practice wisdom by managing my emotions, how they affect others and myself.</td>
<td>I can show wisdom by naming my emotions and taking the appropriate action.</td>
<td>I can show wisdom by finding the best solution for all CREW members.</td>
<td>I can show wisdom by identifying thoughts and emotions that influence my behavior; engaging in respectful and healthy relationships.</td>
</tr>
</tbody>
</table>
Recess

All playground safe-play and equipment-use guidelines are thoroughly explained to all children during the first week of school.

Dangerous recess play is not allowed. This would include: hitting, tackling, kicking, karate or kickboxing, piggy-back, tripping, wrestling, pushing, games involving a ball being thrown at someone, or other activity designated dangerous by the playground supervisors. No play or pretend fighting is allowed.

All Games and activities are open to anyone who wishes to participate unless it is limited by flags. Game participation by-grade-level may be approved by the playground supervisor. We work hard to teach students to be inclusive in all games.

**Play Equipment Not Allowed at School** ... Bats; boomerangs; hardballs; small, hard, high-bounce balls; roller blades; skateboards, or scooters.

These guidelines ensure a safe, non-threatening, enjoyable recess period for all students. Children who choose consistently or frequently not to follow playground guidelines or obey playground supervisors will lose their playground privileges and join in the cooperative recess group.

If a pupil has a disagreement about the rules of a game, he/she should discuss it with the other students, seeking a win-win. If more support is needed, they should take the issue to the playground supervisor and PE teacher for help in finding a win-win.
**CREW Implementation Plan**  
*Supporting ALL kids in achieving the Habits of a CREW Leader*

<table>
<thead>
<tr>
<th>Supporting Activity</th>
<th>Task Analysis as tied to Habits</th>
<th>Who</th>
<th>When</th>
<th>Student Accountability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TIER 1</strong></td>
<td><strong>All students</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Teach To’s:        | Teach and Re-teach with show not tell...  
|                    | Classroom Routines  
|                    | Recess Routines  
|                    | Lunchroom Routines  
|                    | End of Day Routines | Teacher  
|                    | Recess team  
|                    | Kristin  
|                    | Steve  
|                    | Teacher | Day 1 and as needed | CREW Journal |
| Storytelling       | Clear stories that demonstrate the 7 habits | All | Daily |                        |
| Goal Setting and Reflecting | Academic  
|                     | Crew Leaders  
|                     | Adventure | Teachers | Daily Weekly Quarterly | CREW Journal Class, Student Led and Passages |
| Individual Feedback | Specific feedback for correction and individual practice of skill | All | As needed | CREW Journal |
| **TIER 2**         | **How do we support Tier 2 students?** |     |      |                        |
| MY CREW            | Behavior Analysis | Teacher | As needed |                        |
| MY CREW            | Teacher/student meeting protocol | Teacher | As needed | CREW Solutions, SLC and Passages |
| MY CREW            | Goal setting and reflection | Teacher | As needed | CREW solutions, SLC and Passages |
| Recess Reteach     | Support for students to analyze CREW Habits by teaching, having students observe and practice **Fighting, biting, swearing or bad words or inappropriate behavior will be automatic referrals to Mrs. Corvino. Mrs. Corvino will determine if an office referral is necessary** | Referring playground teacher during recess | As assigned | CREW journal  
|                    | **Parent contact for absolutes or repeats by Mrs. Henderson or Mr. Corvino** | | | |
| Structured Recess  | Support for students to practice Crew Habits during recess in a structured environment | Mrs. Henderson | As assigned | Mrs. Henderson may contact parents |
| DATA meetings      | Sharing of MY CREW analysis, MY CREW Progress, brainstorm solutions with grade level data team | Data Teams, paras, Mrs. Henderson and Mr. Corvino | Mon. with follow up in 2 weeks |                        |
| Observations       | Specific observations of student, teacher and problem solving actions suggested to support student growth with private follow up with the teacher | Mr. Corvino, Mr. Price, and Mrs. Henderson | After Data Meeting Plan |                        |
| CREW Skill Group   | Work in small grade level groups to address specific lagging skills, self-regulation, etc. | Mrs. Henderson and staff | Following meeting | Parents will be informed by Mrs. Henderson |
| Situation Intervention | Safety issues are taken very seriously and will result in a more aggressive consequence: In School Suspension, Out of School Suspension and/or Expulsion. The consequence is determined after an investigation by the CREW Coach and/or the principal. The aggressor will immediately be removed from the classroom and will remain in the behavior room or at home until the investigation is completed. Local law enforcement and/or mental health may be contacted to assist in the investigation. | Mrs. Henderson And support staff | In crisis | CREW journal  
|                    | **Parents contacted by Mrs. Henderson** | | | |

| **TIER 3**         | **How do we support Tier 3 students?** |     |      |                        |
| Check in and Check out | Daily check in to monitor meeting of the Habits of a Citizen | Mrs. Henderson, Mrs. Boone and Teacher | Daily, as assigned | Daily progress will be shared with parents after the initial meeting |
KETTLE FALLS ELEMENTARY SCHOOL STAFF
Mr. Curtis Corvino, Principal

* CLASSROOM TEACHERS *

Mrs. Wendy Kenney                Transitional Kindergarten
Mrs. Paulette Donnelly           Kindergarten
Ms. Caroline Munds                Kindergarten
Mrs. Janessa Maier                Kindergarten
Mrs. Kelly Berghammer             First Grade
Mrs. Jacie Johnson                First Grade
Mrs. Tayler Mitchell              First Grade

Mrs. Liz Bradeen                  Second Grade
Mr. Dale Smith                    Second Grade
Mrs. Lari Kay Smith               Second Grade

Mrs. Kerri Edwards                Third Grade
Mrs. Vinka Graves                 Third Grade
Mrs. Makayla Thompson             Third Grade

Mrs. Hannah Benner                Fourth Grade
Mrs. Joy Woods                    Fourth Grade

* SPECIAL SERVICES *

Mrs. Kori Corvino                 School Psychologist Intern
Mrs. Shelbie Henderson            CREW Coach
Mr. A.J. Howard                   Special Education
Mrs. Connie Johnson               School Nurse
Mrs. Zophia Olson                 CREW Club
Mrs. Traci Price                  Intervention
Mr. Cameron Stewart               Physical Education/Adventure

* SUPPORT STAFF *

Mrs. Leanna Armstrong             Educational Assistant/Crossing Guard
Mrs. Kyleigh Boone                Educational Assistant
Ms. Terri Byers                   Food Service
Mr. Pat Doyle                     Custodian
Mrs. Dana Eidsness                Educational Assistant
Mrs. Andrea Fields                Educational Assistant
Mr. Steve Kenney                  Head Maintenance
Mrs. Kristin Miller               Secretary
Ms. Skyler Rigdon                 Educational Assistant
Mr. Shawn Rielly                  Educational Assistant
Mrs. April Scott                  Speech Assistant
Mrs. Laura Shaw                   Librarian
Mrs. Annie Simmons                Educational Assistant/Crossing Guard
Mrs. Tabitha Tuggle               Secretary
**MISCELLANEOUS INFORMATION**

*Pictures.* Individual and class pictures will be taken during the school year. These pictures are a service to parents and children and the school does not require purchase of the pictures. However, individual pictures will be taken of each student for our student files regardless of purchase. Brochures will be sent home with each student announcing when the pictures will be taken as well as giving costs.

*Insurance.* Special accident insurance is made available through a commercial agency as a service to parents and children. Either “school hours” or “24-hour coverage” is available. Information will be sent home early in the year explaining coverage and price.

*Lost and Found.* Everyday we have several coats, hats, and other items turned in at the office. Parents are requested to put the child’s name on any item that could be lost or misplaced by the child. Identified items will be returned directly to the student. Periodically, all unclaimed items are given to community service agencies.

*Money.* A child should only bring money to school for specific reasons. Money may be lost, misplaced, or stolen. When a child must have money at school it should come in an envelope with the child’s name on it and be given to the teacher.

*Snow Days.* When there is excessive snowfall overnight and road conditions become hazardous buses will not run until conditions are safe. At these times school may begin late or be cancelled. This will be the decision of the superintendent. In the event of heavy snow or severe cold, listen to the Spokane or local radio or TV stations for announcements regarding school closure or late start information. A complete list of stations will be sent home at the onset of winter. **A Blackboard call and/or email will always be used to contact families.**

*Rainy Day Recess.* On the occasional day of hard rain we will keep students inside. Students may not take umbrellas onto the playground.

*Snowy Day Recess.* When it snows children play outside. It is important that they be dressed for snow-play. (Boots, snow pants, warm jacket, cap and gloves). **Children will not be allowed to play in the snow without boots and snow pants.**

*Extracurricular Activities.* When children are involved in a school-related activity such as Dance, and Crazy 8 Math Club, all information and communication is through the school. Other activities such as T-Ball, Little League, Softball, Wrestling, Scouts, etc. are not school-sponsored activities. We support them and distribute information that comes to us pre-printed. However, all questions regarding these activities need to occur between the parent and the coaches or leaders.

To avoid confusion at the end of the school day, children need to know **BEFORE** coming to school **WHAT** they are to do and **WHERE** they are to go that afternoon. Please send your child with a note for each change. The office will remind them!
SAFETY TO AND FROM SCHOOL

Walkers... Walkers should arrive at school no earlier than 8:05 AM. Walkers are dismissed at 2:50 and are to go home immediately. There is no supervision before 8:05 AM or after 2:50 PM. Please do not drop your students off until 8:05. Crossing guards are located at the corners of 8th and Oak, 8th and Narcissus and at 8th and Meyers. Children must use these patrolled corners to and from school.

Parent Drop-Off and Pick-Up... Please always drop your children off and pick them up on Oak Street, on the west side with the flow of traffic. Please respect neighborhood driveways. To ensure student safety, we request that you do not use the staff parking lots.

Bicycle Riders... Bike racks are available by the kitchen door on the playground. We recommend that students wear helmets and lock bikes. Bikes must be pushed on sidewalks when pedestrians and buses are present.

Change of Plans... Students will be expected to go to their usual destination after school (home, daycare, relative, etc.) A dated written request signed by the residential parent for change of plans (alternate bus route, walking route, parent pick-up, etc.) needs to be given to the office before we can let your child change destinations. Bus notes must contain the name and address of the students' destination. Phone calls will be approved in emergencies but must be received by 1:45 PM to ensure adequate time for message delivery.

Non-Parent Pickup... If anyone other than a parent or immediate family member, or someone designated as an emergency name on the data card is picking a child up at any time we must have a signed, dated note or a phone call from the residential parent giving permission. The designated person must come to the office and sign the child out.

Early Pickup... In the event a child needs to leave school early the parent must come to the office and pick up the child. This will help us provide better supervision of our students. Please try to limit early pick up, as students are learning until the very end of the day!

Late Arrivals... Students must sign in at the office before going to their classrooms. Instruction begins promptly at 8:20. Tardies are disruptive to student learning. Please try your best to be on time since school begins promptly with learning for kids.

Closed Campus... Students are never to leave the school premises during the official school day without written permission from home or school. If a child is going home for lunch they must have a note.

Safety Drills... Procedures for orderly evacuation in case of fire or other emergencies are taught in each classroom. Drills will be practiced each month.
Highly Capable Program

Kettle Falls School District welcomes recommendations from parents, school staff, students, teachers and community members for highly capable identification. Each year students new to the district and students currently enrolled may be recommended for evaluation. The process for identification is facilitated by a specialist at each of our schools and consists of multiple aspects including formal assessments, teacher input, and guardian input. As a community member, if you know of a student you consider to be highly capable, you are welcome to complete nomination paperwork, which can be found on our website at www.kfschools.org The evaluation process occurs in our district each fall. Kettle Falls School District strives for equitable identification across all populations. If you or someone you know would benefit from receiving this information in a language other than English, please contact our District Office at 509-738-6625.

Required Home Schooling Declaration

In compliance with state law, parents providing home-based instruction to their children must file a Declaration of Intent with their local school district by September 15, or within two weeks of the beginning of any public-school quarter or semester. Parents living in our district may access this form from the Administration Office, 355 W. 3rd Ave.

ENROLLMENT INFORMATION

Resident & Non-Resident Transfers

Policy and Procedure 3141 provide information regarding non-resident student transfer requests. Individuals wishing to transfer into Kettle Falls School District from another school district must first be released from their resident school district. Questions concerning district transfers should be referred to the district office at 509-738-6625

Running Start

Running Start allows students in grades 11 and 12 to take college courses at Washington’s community and technical colleges. Running Start students and their families do not pay tuition, but they do pay college fees and buy their own books, as well as provide their own transportation. Students receive both high school and college credit for these classes, therefore, accelerating their progress through the education system. Students should see their school counselor for more information.

STUDENT BODY

McKinney-Vento Act

Students who become homeless may receive assistance to remain at their school as well as other assistance, including coordination of free and reduced meal status, assistance with arranging transportation services, community resource referrals (shelters, medical services, etc.), community connections (free meals, food banks, clothing banks, etc.), scholarship opportunities, FAFSA verification for college-bound McKinney-Vento students, school materials, and personal
care items. If you become aware of students who qualify, please contact your school counselor or the McKinney Vento liason at your childs school.

**Child Nutrition Program**

Kettle Falls School District's comprehensive nutrition program is consistent with state and federal requirements for those districts participating in the National School Lunch Program and School Breakfast Program.

If your child has a food allergy, it must be listed on the child's school health form and a note sent to the district nurse. A healthcare provider's note or signature is required for diet modifications.

School breakfast and lunch are available to all students enrolled in school. Meals are served daily. The Nutrition Services Department would like to remind parents of the opportunity to apply for free and reduced-price meals for your student. Even if you are not sure if you qualify, feel free to complete a Free and Reduced-Price Meal Application Form, available at each building office. Return the form to either the Nutrition Services Office or your child's school. A letter will be sent to the e-mail address on file or mailed home if no e-mail address is listed.

**Life Threatening Health Information**

Prior to attendance at school, each child with a life-threatening health condition will present a medication or treatment order addressing the condition. A life-threatening condition means a health condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and a nursing plan are not in place. Following submission of the medication or treatment order, a nursing plan will be developed. The medication or treatment order must be from the child's licensed health care provider. It is vital to your child's safety during the school day that if your child has a life-threatening health condition that may require medical services to be performed at school, you must immediately notify your school's principal or school nurse. The necessary forms will be provided and a time will be arranged for you to meet with your child's school nurse. Students may not attend/begin attending school until a health care plan is in place. Examples of life-threatening conditions are: diabetes, severe bee sting or food allergies, heart conditions, severe asthma, severe seizures, etc. More information and assistance is available from the district nurse.

**DRUG AND ALCOHOL**

**Drug-Free Schools**

Students will not possess, use, deliver, distribute, sell, offer to sell, or arrange to sell or be under the influence of, or show evidence of having used or abused any controlled, illegal, addictive, or harmful substance or counterfeit substance (identified in RCW 69.50.204) or any illicit drugs or alcohol as those terms are used in federal anti-drug and alcohol laws, including 20 U.S.C. §§ 3171, 322, nor will they be in possession of drug paraphernalia as defined by RCW 69.50.102:

1. On school grounds during
2. Off the school grounds at a school function or event.
3. On or off school property when the possession, use, transmission, distribution, or sale of said item(s) has a material and substantial adverse impact on any or all aspects of the educational process.
PRIVACY

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) / Release of Information
The family educational rights and privacy act affords parents and students over 18 years of age ("eligible students") certain rights concerning the student's education records. These rights are:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see "Student Records and Directory Information."
- 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.
- The right to a description of who is considered a school official and what is considered a legitimate educational interest so that information may be shared with that person.
- The right to information about who to contact to seek access or amendment of education records.

Directory Information and Photos

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)
Pursuant to the Family Educational Rights and Privacy Act, it is the policy of Kettle Falls School District to notify parents, guardians annually, or adult-age students (18 years of age or older) that they have the right to access student records, to request such corrections of or amendments to such records, and to appeal any refusal of a request to change or amend such records. Student records will not be released without the consent of the student's parents/guardian or that of the adult-age student, except as provided by law or district policy. Specifically, directory information, as defined in district policy 3231, and records requested by schools to which a student is transferring will be released by the District without written consent. An example of a nonprofit entity that requests such directory information is the United States military.

Photographs may occasionally be taken of students for use in the news media or school district publications, as well if you do not want any information released to any and all such nonprofit organizations or if you do not wish to have your child appear in a photograph, videotape, film, slide, or on the district website, please notify your child school in writing. This written request can be placed on file at any time during the school year. Inquiries regarding compliance with the family educational rights and privacy act may be directed to Julie Peterson, HR.
Harassment Intimidation and Bullying

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

Title IX Coordinator
Julie Peterson, HR
Address: PO Box 458 Kettle Falls, WA 99141
Telephone Number: 509.738.6625
Email: jpeterson@kfschools.org

Section 504/ADA Coordinator
Greg Price, Special Education Director
Address: PO Box 458 Kettle Falls, WA 99141
Telephone Number: 509.738.6625
Email: gprice@kfschools.org

Civil Rights Compliance Coordinator
Michael Olsen, Superintendent
Address: PO Box 458 Kettle Falls, WA 99141
Telephone Number: 509.738.6625
Email: molsen@kfschools.org

You can report discrimination, and discriminatory harassment to any school staff member or the Civil Rights Coordinator listed above. You also have the right to file a complaint. For a copy of our District's non-discrimination policy and procedure, contact your school or the District Office or view it online at https://www.kfschools.org/Page/378.

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

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

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision; or
- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.
You can report sexual harassment to any school staff member or the District's Title IX Officer listed above under non-discrimination. You also have the right to file a complaint. District policies and procedures 5011 on sexual harassment prohibition can be found online at https://www.kfschools.org/Page/378 under Board Policies and Procedures or by contacting your school or district office.

**Complaint Options**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you must discuss your concerns with your child's principal or the District's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator. This is often the fastest way to resolve your concerns.

**Prohibition of Harassment, Intimidation, or Bullying**

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and Policy and Procedure 3207 defines harassment, intimidation or bullying as 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, physical or sensory handicap, or other distinguishing characteristics, when an act physically harms a student or damages the student’s property; has the effect of substantially interfering with a student’s education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or Civil Rights Compliance Coordinator, Michael Olsen at (509) 738-6625 Ext. 501.

Procedure 3207 provides the reporting and investigation process. Further information and complaint forms may be found on the Kettle Falls School District website, www.kfschools.org

**SCHOOL BUILDINGS**

**Annual Pesticide Notification**

State law requires school districts to notify parents/guardians of students and employees of the school’s pest control policies and methods. For information regarding the use of pesticides in the school district, please contact the Maintenance Department at 509-738-6625, ext. 601 or visit our website. (RCW28A.320.165; RCW 17.21.415[2]).

**Asbestos Hazard Emergency Response Act (AHERA)**

In compliance with the Asbestos Hazard Emergency Response Act of 1988 (AHERA), the Kettle Falls School District engages in a continuous asbestos surveillance program to ensure that there are no asbestos problems or danger to students and employees. A copy of the District asbestos plan management plan is available for review at the District Office.
PERSONNEL

School Employee Disciplinary Actions

State law requires school districts to provide parents/guardians with information regarding their rights under the Washington Public Records Act to request public records regarding school employee discipline. (RCW 28A.320.160).

Teacher Qualifications

Under federal law, parents and guardians are entitled to request information about the professional qualifications of their child’s teachers. Such requests can be made to the Human Resources manager at 509-738-6625. (No Child Left Behind Act /20 U.S. C6311/34C.F.R. 200.61)

SPECIAL EDUCATION

ChildFind

Kettle Falls School District offers screening for district students, ages birth to 21, who may have a disability. The screening is completed by a team of professionals depending upon the needs of the student. If you have a concern about a student, please contact Greg Price at Kettle Falls District Special Services at 509-738-6625, ext. 331.

Individuals with Disabilities Education Act (IDEA)

Parents of children with disabilities must receive a copy of procedural safeguards one time a year (or upon initial referral or parental request for an evaluation) and upon filing a request for a due process hearing.

Students with Disabilities

District Policy and Procedure No 2162 addresses the education of students with disabilities as it pertains to the individuals with Disabilities Act (IDEA) of 1973. Questions pertaining to IDEA or Section 504 should be directed to Special Services at (509) 738-6625 Ext. 321.

Special Education

Applications, policies, procedures, evaluations, plans, and reports related to special education will be made available to parents and other members of the general public through the District’s Special Services Department at (509) 738-6624 Ext. 331.
DISCRIMINATION
Kettle Falls 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. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator
Julie Peterson, HR
Address: PO Box 458 Kettle Falls, WA 99141
Telephone Number: 509.738.6625
Email: jpeterson@kfschools.org

Section 504/ADA Coordinator
Greg Price, Special Education Director
Address: PO Box 458 Kettle Falls, WA 99141
Telephone Number: 509.738.6625
Email: gprice@kfschools.org

Civil Rights Compliance Coordinator
Michael Olsen, Superintendent
Address: PO Box 458 Kettle Falls, WA 99141
Telephone Number: 509.738.6625
Email: molsen@kfschools.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.kfschools.org

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

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

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

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: https://www.kfschools.org/Page/772

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have 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

Step 1. Write Our Your Complaint
In most cases, 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.

Step 2: School District Investigates Your Complaint
Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint
In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District
If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal,
unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

**Complaint to OSPI**

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

*Email:* Equity@k12.wa.us | *Fax:* 360-664-2967

*Mail or hand deliver:* PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

**Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)