

Additional Information

Snow and Ice/Emergency Delays or School Closures

If bad weather conditions, unusual building circumstances, or other unforeseen activities occur during the night or day, Sequim School District will list modified schedule and bus route information on the district website <http://www.sequimschools.org> by 6:15 a.m. Remember to hit the "Refresh" button on your computer frequently for the most up-to-date information. Information will also be posted on the district's Facebook site.

In the event of a school closure or 2-hour delayed start, the district's automated phone system will begin calling households at 6 a.m. A message will also be sent by e-mail. For this purpose, it is important that your student's school office has up-to-date contact information.

If you are unable to access our website or local radio stations KSQM 91.5 FM and KONP 1450 AM, please telephone the District Office at (360) 582-3260. You may also find information broadcasted on:

AM: KONP 1450, KOMO 1000

FM: KUOW 94.9, KPLZ 101.5, KSQM 91.5, KONP 101.7

TV: KOMO 4, KING 5, KIRO 7, Q13 FOX

School Improvement Plans Policy 2005

Each school in the district completes an individual School Improvement Plan for the current school year. Copies may be obtained from each individual school or on our website at www.sequimschools.org.

Academic Performance Scores

Student performance scores are available upon request from all school offices or may be viewed via a link on the Sequim School District website at www.sequimschools.org. At the Office of Superintendent of Public Instruction website <http://reportcard.ospi.k12.wa.us>, you will find a report card for each school, demographics, student academic performance, and staff characteristics.

Pet Policy 2029

Only ADA service animals are allowed on school campus. Any exceptions must be approved by the principal of the appropriate school. No animals will be transported in school vehicles.

Notification of Drug Free Policy to Parent & Student Policy 2121/3241

You are hereby notified that it is a violation of the policy of Sequim School District for any student to unlawfully manufacture, distribute, dispense, possess or use on or in the school premises, or at school sponsored or approved activities any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled substance or alcohol. Procedure 3240P - Student Conduct Expectations and Reasonable Sanctions is distributed to each student at the beginning of each school year outlining school discipline procedures. Please review.

A student who violates the terms of the school district's drug-free policy will be disciplined in accordance with the provisions of local, state and federal law and board policy. Discipline may include expulsion and referral for prosecution, and the requirement that an appropriate rehabilitation program be completed.

Immunizations Policy 3413

Vaccines required for school attendance 2018-19 school year.

Kindergarten-Grade 6:

- **Varicella** -2 doses given on or after the 1st birthday or health care provider verifies disease.
- **DTaP/DTP/Tap/Td** – 5 doses or 4 doses provided the last dose is given on or after the 4th birthday; **Polio** – 4 doses if all given before the 4th birthday, or 3 doses provided the last dose is given on or after the 4th birthday;
- **MMR** – 2 doses, 1 dose given on or after the 1st birthday and the 2nd dose at least one month later;

- **HEP B** - 3 doses.

Grades 7-12: All requirements same as for Grade 6 EXCEPT one dose of Tdap is required for students in 6th-12th grades. Varicella is recommended, but not required.

Immunizations are available at low or no cost at the Clallam County Health Department. Call 417-2274 for days and times

Each year Sequim School District is required by RCW 28A.210.080 to make information available to parents of students grades 6-12 regarding Meningococcal Disease and its vaccine, and the Human Papillomavirus Disease and its virus. Information regarding both of these diseases may be found at the district website www.sequimschools.org under Health Services and at the following websites:

- **Washington State Department of Health Immunization Program:** www.doh.wa.gov/communityandEnvironment/schools/immunizations/vaccinerequirement.aspx
- **Centers for Disease Control and Prevention Meningococcal vaccine Information:** www.cdc.gov/vaccines/vpd-vac/default.htm
- **Disease Information:** www.cdc.gov/DiseasesConditions/az/A.html
- **Fact Sheets:** <http://www.cdc.gov/meningitis/index.htm> <http://www.cdc.gov/std/hpv/default.htm>
- **Children's Hospital of Philadelphia Vaccine Education Center** <http://www.chop.edu/consumer/jsp/division/generic.jsp?id=75689>
- **Meningococcal Questions & Answers:** www.chop.edu/vaccine/images/vec_mening_tear.pdf
- **National Meningitis Association Parent & Teacher Awareness Program:** <http://www.nmaus.org/programs/parent-teacher-awareness/>

If you do not have internet access, please contact the Clallam County Health Department at (360) 417-2274.

HIV/AIDS Education Policy 2126

The school nurse coordinates the district HIV/AIDS Education program. Washington State law mandates yearly HIV/AIDS education for grades 5-12. The law also requires the school district to provide parents an opportunity to preview materials to be presented to students at a parent meeting 30 days before classes are taught. Parents who wish to excuse their children from class must attend the parent class and complete an excuse form.

High School Graduation Requirements Policy 2410

Sequim High School Students currently need to obtain 22 credits accumulated grades 9-12 in order to graduate. Beginning with the Class of 2019, new state minimum graduation requirements were implemented raising the requirement to 24 credits. Each student shall complete an Educational Plan for what they expect to do the year following graduation. In addition, all students are required to pass the Smarter Balanced Assessment (SBA) and Washington Comprehensive Assessments of Science (WCAS)

Compulsory Attendance Policy 3121

Parents of any child eight years of age and under eighteen years of age shall have the responsibility to educate their child (RCW 28A.205). The student may be enrolled in public, private, or approved Home School programs as provided in RCW 28A.225.010.

Illness

When your child returns to school after an illness, a phone call or a note signed by a parent or guardian or must accompany him/her to excuse the child's absence.

Emergency Contact Information

PLEASE...Notify your child's school immediately of a change of address, telephone number, employer, or emergency number. Students are not allowed to be dismissed to their homes due to illness unless the parent or another adult is present.

Open Enrollment Policy 3130, 3140, 3141

The Sequim School Board supports open enrollment and complies with State laws and district policy. The district honors requests of a parent or guardian for his or her child to transfer to another school (upon approval) or district. Parents are required to file a request for release of

attendance by completing a district CHOICE form obtained at the district office or on the district website.

Prohibition of Harassment, Intimidation and Bullying Policies 3207/ 6590

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment of all types, and intimidation or bullying. An incident which you feel is harassment, intimidation and/or bullying should be reported to the supervisor or building administrator or the superintendent. A form to report Harassment, Intimidation and Bullying can be found on our website under Policies-Procedures, Prohibition of Harassment, Intimidation, and Bullying. Sequim School District Prohibits Sexual Harassment. Sexual Harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. Sexual Harassment is any unwanted attention of a sexual nature. Incidents of sexual harassment should be reported to Randy Hill, Title IX Officer, Sequim High School, 360-582-3609.

Discipline/Exceptional Misconduct Policy 3240

The District will use a progressive disciplinary policy, relying on lesser forms of disciplinary action becoming more severe with repeated violations, except for those items which have been identified as exceptional misconduct, which will be subject to more serious disciplinary action due to the seriousness of the offense as defined in Policy and Procedure 3240, Student Conduct Expectations and Reasonable Sanctions. All students receive a copy of this publication at the beginning of each school year.

Releasing Student Records/ Information/"directory information" Policy 3231

Certain information is defined by the Family Educational Rights and Privacy Act (FERPA) as "directory information." The law states we may disclose "directory information" about your child **unless you request, in writing, that such information not be released.**

Directory information is defined as the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic

teams, diplomas and awards received, and the most recent previous school attended. In most cases, requests for this type of information come from the news media for pictures to accompany feature stories. We will not release any "directory information" for commercial purposes or for other purposes not required by law or not related to school business. Occasionally, photographs may be taken of students for use in the news media or in District produced publications. If you **do not** want your child to appear in a photograph, videotape, film or slide, **please let your child's school know in writing.**

In accordance with RCW 28A.225.330, we are authorized to forward student records to schools in another district to which a student has transferred or to colleges or educational institutions to which a student is applying.

Medication at School Policy 3416 **Please contact the school nurse regarding dispensing of medication at school.**

Under normal circumstances, prescribed medication should be dispensed before and/or after school hours under supervision of the parent or guardian.

If a student must receive prescribed medication during school hours, the medication must be dispensed by an authorized staff member. The parent must complete a medication authorization form obtained from the school nurse. This form must be accompanied by authorization and written directions from a licensed health professional within the scope of his/her prescriptive authority.

Medication must be kept in the nurse's office in the original prescription bottle as received from the pharmacy and labeled for the individual student.

For medications at school, please refer to the District website under departments tab, Health Services.

Waiver or Reduction of Fees Policy 3520

Arrangements shall be made for the waiver or reduction of fees for students whose families, by reason of their low income, would have difficulty paying the full fee for various school activities. The USDA Child Nutrition Program guidelines shall be used to determine qualification for waiver of fees. Assistance will be considered by Sequim School District without regard to race, color, national origin, creed, religion, sex, sexual orientation including gender expression, or disability.

Public Disclosure Policy 4040

Pursuant to Chapter 42.17 RCW, parents and other members of the public have the right to inspect and copy public records retained by the District, unless the records are exempt from public disclosure under state law.

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) Policy 3231

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents of eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff

member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-4605.

Notification Regarding Asbestos Re-Inspection in Sequim School District

The District complies with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA). Compliance results and information are on file in the Maintenance and Operations office. Feel free to contact the Maintenance and Facilities Department at 582-3275

Display and Availability of Public Information for Non-School-Sponsored Activities Policy 4060

The district desires to be of assistance in making information of educational or recreational nature available to students and parents. As a result, the board authorizes the staff to display and make available such materials from nonprofit at a designated area in each school. Approval is given by the building's principal if the material is perceived as appropriate for families, and the service or event would be of interest to families. All materials shall include the following disclaimer

placed on the announcement in 10 pt. font:

"The distribution of this material is provided as a community service and the district does not sponsor this event and assumes no responsibility for it. In consideration of the privilege to distribute materials, the entity requesting distribution agrees to indemnify and hold the Sequim School District harmless from any cause of action filed in any court of administrative tribunal arising out of the distribution of these materials including costs, attorneys' fees and judgments or awards. "

The distribution of materials is provided as a community service. Please note that Sequim School District does not sponsor, endorse or guarantee the organization or activity in the materials distributed. Parents and guardians must review the information and decide if it is appropriate for their family.

Gun Free Zone/Dangerous Weapons Policy 4210

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities. "Gun-Free Zone" signs are posted in all school facilities, and all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

Complaints and Grievances Concerning Staff and Programs Policy 4220

The board desires that the district be informed of the criticisms and complaints that parents, guardians, or community members may have regarding its staff, programs, and operations. At the same time, the board has confidence in its staff and programs and shall act to protect them from unwarranted criticism or disruptive interference. Concerns received by the board or a board member are referred to the superintendent for investigation and action. Forms to begin the process may be obtained at school building offices.

No Tobacco Policy 4251

Smoking or any other use of tobacco products or nicotine delivery devices shall be prohibited on school district property. This shall include all district buildings, grounds, and district-owned vehicles.

Budget Policy 6000

Each year in August, the Sequim School District Board of Directors adopts a budget detailing how the district will spend its monies for the next fiscal year. Before the budget is adopted, a public hearing is held. Visit the District website at www.sequimschools.org for a current copy of the budget.

Pesticide Policy 6895

The district complies with the requirements of law regarding pesticide notification, posting and record keeping. Parents, please notify the District in writing if you would like to be notified of any District pesticide use at your child's school building.

Food Service

Sequim School District recognizes the School Food Service Program as an integral part of the school day. Sequim Schools offer an approved lunch and breakfast program. This program provides for nutritious, balanced, hot meals daily, available to all students.

Free and reduced-price meals are available to students whose families meet certain federal income requirements. Check with your local school for income guidelines and application forms. Information on the application form is confidential and will only be used to determine eligibility for school district food service programs. Breakfast and lunch prices are as follows:

Student Meal	Breakfast	Lunch
Grades K-5	\$1.50	\$2.50
Grades 6-8	\$1.75	\$2.75
Grades 9-12	\$1.75	\$2.75
Adult Meal	\$3.00	\$3.75

2017-18 Reduced Priced Meals

(18-19 prices not released yet)

	Breakfast	Lunch Grades K-3	Lunch All Others
Milk	\$0.00	\$0.00	\$0.40
	\$0.50	\$0.00	\$0.50

Transportation

Transportation is provided for students who reside more than one mile from school and for all students grades K-5 under one mile. One bus run will be operated in the AM and one in the PM with a mid-day Kindergarten run. Schedules will be posted on the district website, at the schools, and printed in the local newspaper in advance of school beginning. The first week schedules and bus stops may be adjusted slightly as bus routes are fine-tuned with respect to times and students rider numbers.

General Guidelines - If your student rides a school bus, parents are asked to review general bus rules with their students. Those rules and regulations are distributed the first week of school by your bus driver and need to be signed and returned to the driver.

Children Walking to School – Parents, plan a Safe Route to School with your child. Caution them to choose intersections for crossing that are regulated by stop-and-go signals, traffic signs, or intersections that are designated with school crossing signs with good visibility in good directions.

2018-2019 SEQUIM SCHOOL DISTRICT BUS ROUTES

Sequim School District reserves the right to change bus routes and times as needed. Students in grades K-12 ride on buses together. Please check your student's bus route and pick-up time listed below, as some routes have changed since last year.

**Due to the OPENING of the McDonald Creek Bridge, Bullwinkle, Huckleberry Hound, Pink Panther and Coyote routes have been changed.*

First day of school: The Transportation Department strongly encourages all students who intend to ride the bus do so on the morning of the first day of school (September 5, 2018). This will enable parents, students and bus drivers to become familiar with the bus stop routine.

Students who plan to ride the bus need to be at their stop five minutes ahead of pick-up time.

Times and pick-up points listed below are approximations until exact enrollment and passenger loads are fixed. Please remember, if a bus passes waiting students, it may not be their bus.

For the first day, new students will be picked up at all stops along routes, except for Hwy 101 East and West routes. The following are routes, not necessarily bus stops. Students will be advised after two or three days where the permanent bus stop will be. Every effort will be made to space stops approximately one-half mile apart, thus requiring a quarter-mile walk along routes. Exceptions will be made only on a case-by case basis due to special circumstances such as student safety or handicapping conditions.

Safety reminder for Hwy 101 West & East students:

All students living on Hwy 101 West or East must catch the bus at their designated stop. Do not cross the highway to catch the bus at a later time.

Reminder for A.M. Greywolf Elementary students:

Greywolf Elementary students are transferred to a shuttle bus in the Fir Street stadium parking lot.

Kindergarten Bus Drop-off Requirements: Bus drivers will not drop Kindergarten students at stops unless a parent or other designated adult is there to meet the child. If there is no adult at the stop, the child will be brought back to the transportation center.

Parents, for younger elementary students on regular bus runs, please have someone at the stop to meet the students, particularly on Hwy 101 East and West.

Students will ride the same route bus in the A.M. and the P.M. unless otherwise noted. Students who wish to get off at a stop other than their own, or who wish to ride a bus other than their own must have an official bus pass issued by the school office. **Hand-written notes from parents will not be accepted.**

If you have questions, please contact Jeff Gossage, Director of Transportation, at (360)582-3274.

Stadium Bus Parking Order

1. Mr. Magoo 2. Lion 3. Coyote 4. Bambi 5. Pink Panther 6. Motor Goat 7. Jimminy Cricket 8. Turtle 9. Huckleberry Hound 10. Bear 11. Elk 12. Bullwinkle 13. Woodstock 14. Road Runner 15. Thumper 16. Brown Rabbit 17. Minnie Mouse 18. Pluto 19. Eagle

Greywolf Bus Parking Order

1. Coyote 2. Bambi 3. Pink Panther 4. Motor Goat 5. Jimminy Cricket 6. Turtle 7. Huckleberry Hound 8. Bear 9. Elk 10. Bullwinkle 11. Lion 12. Mr. Magoo