

La Center School District Annual Notifications for the 24/25 School Year

The beginning of the 24/25 school year is quickly approaching. Please see below for links to the La Center School District calendar, district policies and procedures, annual notification documents, the free and reduced lunch application information, optional student accident insurance and other information. All of these links can also be found on our district website: www.lacenterschools.org.

[24/25 School Year Calendar](#)

School hours:

Elementary School 7:45 AM-2:15 PM, 8:45 AM-2:15 PM Wednesdays
Office Hours 7:00 AM – 3:30 PM

Middle School 8:50 AM- 3:20 PM, 9:50 AM-3:20 PM Wednesdays
Office Hours 8:00 AM – 4:30 PM

High School 8:45 AM-3:15 PM, 9:45 AM-3:15 PM Wednesdays
Office Hours 7:30 AM – 4:00 PM

District Office hours 7:00 AM - 4:00 PM

2024-25 Chromebook Assurance Program-- Middle and High School

The district offers the La Center Chromebook Assurance Program (LCAP) as a way for families with students in middle and high school **to greatly reduce the financial risk** if a Chromebook is accidentally damaged, lost or stolen. This program is completely voluntary. Students, whether opting in or out, should submit the enrollment form to the school office. If no form is received from families and the fee is not paid by October 1, then it will be assumed that the student has opted out. Information on the program and the enrollment form are linked here. The fee is \$15.00 for the year. It can be purchased using the online payment system (LCAP Chromebook Assurance Fee) or in the school office. [LCAP program information and opt in/out form are linked here.](#)

Free and Reduced Price Meal Information

To be eligible for free or reduced meals and/or reduced fees, families need to complete the application for free and reduced meals **annually**.

Free and reduced Letter to Households link- [English](#) [Spanish](#)

Free and reduced lunch application link – [English](#) [Spanish](#)

The Consent to Share Eligibility Letter will be provided to families when they qualify for the free or reduced price meal program. Families that qualify must provide this letter to their school offices to receive reduced/adjusted prices for school fees and/or supplies.

The free and reduced lunch application can be downloaded and printed from these links. Once filled out, please scan and email the completed form to dana.hantho@lacenterschools.org, or drop off the form in any school office. If you prefer, printed copies of the form may be picked up from any school office.

The cost for breakfast and lunch for the 24/25 school year is as follows:

Grade Level	Breakfast	Lunch	Free or Reduced
Elem	\$ 1.80	\$ 3.35	Free
MS	\$ 1.95	\$3.60	Free
HS	\$ 2.10	\$ 3.85	Free
Adult	\$ 3.35	\$ 5.00	N/A

Ala carte milk \$.50

Students who qualify for free breakfast and lunch receive one full meal for breakfast and lunch that includes one milk. **Additional milk or ala carte items are not part of the free or reduced program. Students are charged for those items.**

If you **do not want your child to charge meals or make ala carte purchases or charges**, please fill out this form ([Meal Account Restriction Form](#)) and return it to kirby.philips@lacenterschools.org, dana.hantho@lacenterschools.org, or turn in to any school office.

Link to the district's current [Meal Charge Policy](#)

Monthly menus for each school can be found [here](#). Nutrition information for each item is now available by clicking on the individual food item to view.

Optional Student Accident/Illness Insurance 24/25 School Year - please see the letter to parents for information about this optional insurance.

Letter to parents: [English](#) [Spanish](#)

Enrollment Information: [English](#) [Spanish](#)

[Click on this link](#) for all La Center School District policies and procedures

The Following are Required Annual Notifications for Families

[Asbestos Notification](#)

[Child Identification Procedures](#)

[Citizen Complaints against the School District](#)

[Digital Image Opt-Out Form](#)

[Directory Information/FERPA Notice/ including information for **opting out** of information shared with OSPI](#)

[FERPA Notification of Rights-- including information on **opting out** of high school student and parent/guardian directory data collection by OSPI.](#)

[Harassment, Intimidation or Bullying Statement](#)

[Harassment, Intimidation or Bullying Reporting Form](#)

[Homeless Liaison – McKinney-Vento Act](#)

[HPV & Meningococcal Vaccine Information Letter for Parents](#)

INTERNET USE AT SCHOOL-- All students in grades K-12 may at times be accessing the Internet for academic purposes. If you **do not want your student(s) to have access to the Internet at school, please notify the school office in writing.**

[La Center District Title 1/LAP Complaint Process](#)

[Pesticide Notification, Posting and Record-Keeping Requirements](#)

[Right of Parents to Request Information Related to Qualifications of their Child’s Teacher](#)

[Sexual Harassment](#)

[Substance Abuse Policy](#)

[Use of Tobacco, Nicotine Products and Delivery Devices on School Property](#)

[Weapons on School Premises](#)

[Wellness Policy](#)

[Wellness Procedure](#)

Wellness Policy Assessments

[Elementary School –2023/24](#)

[Middle School- 2023/24](#)

[High School-2023/24](#)

[WA State Department of Health Resources](#)

[WA State Education Ombuds Informational Website](#) [WA Education Ombuds Awareness Flyer](#)

Thank you and have a great year.

La Center 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 employees have been designated to handle questions and complaints of alleged discrimination:

Lauri Landerholm, Civil Rights Coordinator, 2001 NE Lockwood Cr. Rd., La Center, 360-263-2136

Matt Cooke, Title IX Officer, 725 NE Highland Rd., La Center, 360-263-1700

Carrie Lindsey, Section 504 Coordinator, PO Box 1840, La Center, 360-263-2131

OSPI-Directed Statement as Required by RCW 28A.300.286, Regarding Discrimination, Harassment, Intimidation and Bullying

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

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

What is HIB?

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

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

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

How can I make a report or complaint about HIB?

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

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

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation. The school must also take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

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

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

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

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

For the student designated as the "targeted student" in a complaint:

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

For the student designated as the "aggressor" in a complaint:

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

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

Our School Stands Against Discrimination

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

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment

happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P visit www.lacenterschools.org.

What is sexual harassment?

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

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

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

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P visit www.lacenterschools.org.

What should my school do about discriminatory and sexual harassment?

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

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

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

Concerns about discrimination:

Civil Rights Coordinator: Lauri Landerholm, 2001 NE Lockwood Crk. Rd., La Center, 360-263-2136

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Matt Cooke, 725 NE Highland Rd., La Center, 360-263-1700

Concerns about disability discrimination:

Section 504 Coordinator: Carrie Lindsey, PO Box 1840, La Center, 360-263-2131

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lauri Landerholm, 2001 NE Lockwood Crk. Rd., La Center, 360-263-2136

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

What happens after I file a discrimination complaint?

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

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

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

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

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

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

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

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

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us

- Phone: 360-725-6162

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

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

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

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

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

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

Our School is Gender-Inclusive

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

Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- In communication with parents/guardians of transgender or gender expansive students, the school will not withhold information about students from their parents/guardians (see procedure 3211P)
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P visit www.lacenterschools.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator.

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