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LAKESWOOD SCHOOL DISTRICT ANNUAL NOTIFICATION



ANNUAL NOTICE TO STUDENTS, STAFF, AND COMMUNITY

Special note: Full, detailed copies of the Lakewood School District policies are online at <http://www.lwsd.wednet.edu>/Board of Directors/Board Policies

Harassment/Intimidation/Bullying Prohibited. The Lakewood School District is committed to a safe and civil educational environment for all students and staff that is free from harassment, intimidation, or bullying. The District prohibits discrimination/sexual harassment/harassment/intimidation/bullying of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student. Students and staff will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics. District Harassment/Intimidation/Bullying policies are outlined in Board Policy 3205, 3207, 3210, 5010, and 5011. Full school board policies and procedures are available at each school building and on the district website for staff, students, or community reference. These policies apply to individuals attending any events on District property, whether or not District-sponsored, and to any school-sponsored event, regardless of location. Forms to file a complaint are available on the district website or by calling the District's HIB Compliance Officer, Timothy Haines, at (360) 652-4500.

Non-Discrimination. In accordance with RCW 49.60, the Lakewood School District does not discriminate in employment and schools. The Lakewood School District provides Equal Educational and Employment Opportunity without regard to race, creed, color, national origin, sex, handicap/disability, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, use of a trained dog to guide or service animal by a person with a disability and provides equal access to the Boy Scouts and designated youth groups. The district complies with all applicable state and federal laws and regulations to include, but not limited to, Title IX, Title VI of the Civil Rights Acts, Section 504 of the Rehabilitation Act, RCW 49.60 "The Law Against Discrimination," and RCW 28A.640 "Sex Equity," and covers, but is not limited to, all district programs, courses, activities, including extracurricular activities, services, access to facilities, etc. Inquiries regarding compliance procedures should be directed to Lakewood School District, 17110 16th Drive NE, Marysville, WA 98271, **Attention:** Title IX and Civil Rights Officer, Timothy Haines, 360-652-4500, thaines@lwsd.wednet.edu ADA Compliance Officer and Section 504 Compliance Officer, Amie Verellen-Grubbs, 360-652-4500, averellen-grubbs@lwsd.wednet.edu.

Tobacco Prohibited. In accordance with Lakewood School District Policy 4215, the use of any tobacco product or delivery device on school district property, which includes school buildings, grounds, district-owned vehicles, and school buses, is prohibited. This holds true for employees, students, visitors, spectators, and patrons. Staff and students may be subject to disciplinary action for violation of this policy.

Dangerous Weapons on School Premises Prohibited. It is a violation of Lakewood School District Policy 4210 and state law for any person to carry a firearm or any dangerous weapon (including toys that resemble weapons) on school premises, school-provided transportation, or areas of other facilities being used for school activities. The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to OSPI.

Drugs/Alcohol Prohibited. In accordance with Lakewood School District Policy 4200, 5201, and 2121, the unlawful possession, use, and/or distribution of illegal drugs and/or alcohol or any other illegal chemical substance on school premises or during any school-related activity is prohibited. Since drug, alcohol, and tobacco use is illegal for minors and interferes with both effective learning and the healthy development of children and adolescents, the district has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment. To ensure the safety, health, and well-being of all students and staff, the

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Board has developed procedures for a comprehensive substance abuse prevention program that addresses prevention, intervention, referral, aftercare support, and other necessary corrective actions. Compliance is mandatory and will be enforced.

Annual District Report Cards. Both state and federal laws require school districts to publish report cards that contain specific data highlighting the progress of its schools. Federal law also requires schools to provide disaggregated data on state assessments, teacher qualifications, and other data. Much of that information is supplied by the Office of Superintendent of Public Instruction (OSPI) and can be accessed at <https://washingtonstatereportcard.ospi.k12.wa.us/> A printed version can be requested by calling (360) 652-4500.

Title I. Title I is a federally funded program designed to help children who are achieving below grade level in reading and math. Trained teachers, instructional assistants, and materials are provided by Title I funds to qualifying schools. Based on their scores, children receive instruction to accelerate their learning. Families at Title I schools are invited to participate in the planning and evaluation of the program. English Crossing and Lakewood Elementary will receive Title I funds during the 22-23 school year.

A Parent's Right to Know: Highly Qualified Staff. With the replacement of No Child Left Behind (NCLB) by the Every Student Succeeds Act (ESSA), effective immediately, districts are no longer required to identify and document "highly qualified teacher" (HQT) status for teachers hired after December 10, 2015. Teachers hired before December 10 for the 2015-16 school year were required to be highly qualified. Moving forward, OSPI will continue to monitor teacher qualifications through Title II, Part A office and collect data about the certification, endorsements, teaching assignments, and years of experience. For more information, contact the Executive Director of Human Resources & Student Support, Timothy Haines, at (360) 652-4500.

Attendance Notification. Under Washington State Law (RCW 28A.225) a student is required to attend school full time until he/she reaches the age of 18. The bill contains strict attendance requirements and requires schools to notify the juvenile court when students are in violation of this statute. In order to help students and parents comply with attendance requirements, the district will intervene quickly when a student has an unexcused absence. Attempts will be made to notify parents when a student has an unexcused absence of one-half of the school day or more. Conferences with parents will be held for repeated unexcused absences to help the student return to school. State law requires that we file petitions with the court for all students who have seven or more unexcused absences in a month or ten unexcused absences in a school year. The court may require that the student and parents attend a hearing and may impose different requirements or penalties on the child or the parent. Per RCW 28A.225.005, Sec. 2, we are now required to annually notify parents/guardians of the attendance laws. Please see Policy 3122 or contact Timothy Haines, Executive Director of Human Resources & Student Support at (360) 652-4500 if you have any questions.

OSPI Adopts Permanent Absence Rules. The Office of Superintendent of Public Instruction (OSPI) has created the new Chapter 392-401 of the Washington Administrative Code (WAC) that contains substantial changes to the absence rules. This chapter defines an absence and the reasons for excused absences. These rules were adopted on May 3, 2018, and become effective on August 1, 2018. Review the adopted absence rules at <http://www.k12.wa.us/Attendance/Laws.aspx>.

Notification of Rights under FERPA. 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. These rights 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, 2) the right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, 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, and 4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

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Obtaining Student Records. Lakewood School District Policy 3231 outlines information related to student records including, but not limited to, student/parent access to records. Policy 4040 provides public access to district records according to the procedures developed by the superintendent and periodically reviewed by the board.

Release of Directory Information. Most information about our students is confidential and cannot be made public without the consent of parents or guardians. The Family Educational Rights and Privacy Act (FERPA) permits a school district to release “directory information” about a student unless a parent/guardian chooses not to have it released. Directory information includes basic information about a student, such as a student’s name and address, date, and place of birth, photograph, email address, and the school he or she attends. Lakewood School District will release directory information upon request to Law Enforcement and Child Protective Services without the consent of parents. Lakewood School District does not release directory information for commercial use. Parents/guardians receive a release form when enrolling their child in school and each fall parents/guardians are required to update the form/information. If the parent/guardian does not return the document, then it is assumed that it is okay to release information. If you mark “no” for any of the items on the form, we will honor that until you give us permission, in writing, to release your child’s name or photo.

Taking Photos of Students. Parents have the right to protect the privacy of their child (see Release of Directory Information above). Parents and others who may take photographs at school events are asked to be aware that some students cannot be photographed while at school and should seek the permission of the child’s parents before posting a photo of any student on the internet or using such a photo for any other purpose.

PPRA Notice. The Protection of Pupil Rights Amendment (PPRA) requires the district to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. Lakewood District Policy #3232 contains information on parent/student rights in the administration of surveys, analysis, or evaluations.

Resolving Complaints. Despite our best efforts, there may be a time when something in the Lakewood School District doesn’t work for you—a time when you question why something was done, or not done. When you find yourself in this situation, we ask that you work with us by following the steps established by our School Board (Policy/Procedures 4220).

Telecommunication Devices. Policy 3245 outlines issues surrounding telecommunications devices. While on school property or attending school-sponsored/school-related activities, students shall not use personal telecommunication devices including but not limited to pagers, beepers, and cellular phones in a manner that poses a threat to academic integrity disrupts the learning environment or violates the privacy rights of others.

Electronic Resources. As outlined in Board Policy 2022 students are responsible for good behavior on school computer networks just as they are in a classroom. Access to network services is given to students who agree to act in a considerate and responsible manner. Effective January 2019 parent permission will be required for students to obtain network access. Parents/guardians will be required to sign an Acceptable Use Guidelines/District User Agreement granting permission for their child to access the district’s network services under the guidelines specified on the form.

Education Services for Displaced Youth- The purpose of the McKinney-Vento Act is to provide educational services to homeless or displaced students and ensure that they have equal opportunities to enroll in, attend and be successful in school. To the extent practical and as required by law, the school district works with displaced students and their families to provide stability in school attendance and other services. Please contact the district’s McKinney-Vento Liaison, Amie Verellen-Grubbs, Director of Teaching & Learning, at (360) 652-4500 extension 1021, if you think your student may qualify.

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Education Services for Youth in Foster Care- The purpose of the Fostering Connections Act is to provide educational services to students in Foster Care and ensure that they have equal opportunities to enroll in, attend and be successful in school. To the extent practical and as required by law, the school district works with students, foster families, and State agencies to provide stability in school attendance and other services. Please contact the district's Foster Care Liaison, Amie Verellen-Grubbs, Director of Teaching & Learning, at (360) 652-4501 extension 1021, if you think your student may qualify.

Meal Programs. The Lakewood School District participates in the National School Lunch Program. Free and reduced-price meals are served to students whose families qualify under the federal eligibility guidelines. Applications are available on the school district's website (under Departments/Food Services) or may be picked up at school sites. Applications must be resubmitted each year. Monthly lunch menus are also available on the district website. If you have questions, contact the Business Office, at (360) 654-2033.

Child Find Notice. Special Education services are offered to students aged birth to 21 who meet state and federal guidelines and are in need of specialized education programs. The Lakewood School District uses a process called "Child Find" to locate these students. If you suspect a student may be in need of these services, referrals can be made by contacting Jamie Rutledge, Special Services Administrative Assistant, at (360) 652-4501, extension 1016.

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

Section 504 Plan. The 504 Plan is developed to ensure that a child who has a disability identified under the law and is attending school receives accommodations that will ensure their academic success and access to the learning environment. Please contact Amie Verellen-Grubbs, Director of Teaching and Learning, at (360) 652-4500, if you have any questions.

Bilingual Services-English Language Learners. Students who indicate their first language is not English when registering with Lakewood School District are given the Washington English Language Proficiency Assessment to determine eligibility for the ELL program. This placement must be done within 10 days of the student's entry into the school district. The district bilingual service includes a K-12 Alternative Instruction Program (AIP) which is designed to enable students to achieve competency in English with support. For interpreting or translation services, please call Teaching and Learning at (360) 652-4500.

Highly Capable Nomination Notification. Kindergarten through grade 12 referrals will be accepted from January 4-31, 2023. Students may be referred by parents, teachers, peers, and members of the community to qualify for the District's Highly Capable Program. Someone wanting to refer a student will complete a behavioral characteristics questionnaire, and teachers will provide information that includes classroom performance and general achievement levels. The district will screen each student who is referred using reading and math measures to identify students who qualify for further assessment. Before conducting the assessment, written parental permission is required. The district will notify parents of their child's involvement in the program. Parents will receive a full explanation of the procedures for identification, program options, and the appeal process. Parent permission will be obtained before providing services. Please contact Bryan Toutant, Executive Director of Teaching and Learning, or Amie Verellen-Grubbs, Director of Teaching and Learning, at (360) 652-4500, if you have any questions.

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Selection and Adoption of Curriculum. Lakewood School District Policy 2020 refers to the selection and adoption of instructional materials including, but not limited to, reconsideration procedures, criteria, supplemental materials, and conditions for loan or sale of materials.

Life-Threatening Health Conditions. Prior to attendance at school, families with a child who has a life-threatening health condition such as a severe allergy, diabetes, asthma, or a severe seizure disorder are required to contact the school and present any necessary medication or treatment orders, along with all required medications for safety at school. A life-threatening health condition means that “without planning, adequate supplies, medication, or treatment order, the child could be at risk of death at school.” Pursuant to Board Policy 3413, any student who has a life-threatening health condition will be excluded from school if the provisions listed above are not met.

Meningococcal Disease. Schools in Washington are required to provide the parents or guardians of students entering 6th - 12th grades with information on Meningococcal disease, a serious infection of the brain (meningitis) and blood caused by bacteria. Fortunately, this life-threatening infection is rare. Only about 75 people are infected each year in Washington. Adolescents and young adults are most likely to get Meningococcal disease, especially those living in group settings such as college dorms. The Department of Health wants you to be aware of Meningococcal disease and how you can protect your child against it. A vaccine is available that can prevent up to 65 percent of Meningococcal diseases among adolescents and young adults. The vaccine is recommended for unvaccinated teens age 15 years and college freshmen who will be living in a dorm. The Meningococcal vaccine is not required for school or college attendance. We encourage you to learn more about Meningococcal disease and how to prevent it. More information is available at the Washington State Department of Health Immunization Program website at www.doh.wa.gov/cfh/immunize/meningococcal.htm.

HPV or Human Papillomavirus. At the direction of the Washington State Legislature, schools are required to provide information to families with 6th-12th-grade students on Human Papillomavirus or HPV. HPV is the most common sexually transmitted disease in the United States. At least 50% of sexually active people will get HPV at some point in their lives. HPV can cause multiple types of cancer and genital warts, but most people will have no signs or symptoms. Because of the statistics, vaccination is recommended for girls and boys ages 11 to 12 but can be given as young as 9 and up to 26 years of age. The HPV is a preventative vaccine and will offer the best protection if given before sexual activity starts. The HPV vaccine is not required for school entry in Washington State. For more information, talk with your primary care provider or visit the Washington State Department of Health website.

Immunizations. Starting August 1, 2020, all immunization records turned in to schools or child care centers are required by state law to be medically verified. Immunization records must be turned into the school on or before the first day of attendance. This means immunization records turned in to the school must be from a health care provider, or you must attach paperwork from a health care provider to your handwritten form that shows your child's records are accurate. Your child cannot attend school until you provide these records.

Here are some examples of medically verified immunization records:

- A completed [Certificate of Immunization Status \(CIS\)](#) signed by a health care provider. Find the CIS form by visiting <https://www.doh.wa.gov/SCCI> and clicking on “Certificate of Immunization Status.”
- A CIS filled out by you or another parent/guardian with medical records attached.
- A CIS printed by a health care provider or school from the Washington State Immunization Information System.

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- A CIS printed from [MyIR](#) which is a free Department of Health online tool that allows families to view and print their official immunization records themselves. Go to <https://wa.myir.net/register> to begin the sign-up process.

If you are requesting an exemption from one or more of the immunization requirements, you must provide the school with a completed Certificate of Exemption.

According to the Washington Administrative Code WAC 246-105-030, any child attending school, preschool, or child care in Washington State is required by law to be fully immunized against the following diseases:

- Chickenpox (Varicella)
 - Mumps
 - Diphtheria
 - Pneumococcal disease*
 - German measles (Rubella)
 - Polio (Poliomyelitis)
 - Haemophilus influenzae type b disease (Hib)*
 - Tetanus
 - Hepatitis B
 - Whooping cough (Pertussis)
 - Measles (Rubeola) *
- *required only for preschool and child care attendance

Healthy Youth Survey. Every two years the Lakewood School District conducts the Healthy Youth Survey. It is given to sixth, eighth, tenth, and twelfth graders. Students may opt-out of the survey with parent notification. The survey will be conducted early in the fall of this school year.

Student Rights and Responsibilities. Students and their parents/guardians can find detailed information about rights and responsibilities in school student handbooks. See Board Policy 3200.

Federal Program Citizen Complaint Procedures. These complaint procedures apply to federal programs authorized under the ESSA, including Title I, Part A: Improving Academic Achievement of the Disadvantaged. Anyone can file a complaint by putting it in writing and filing it with the Office of Superintendent of Public Instruction. The written complaint must include a statement that a school district, an ESD, or a subgrantee has violated a federal or state law or regulation that applies to a federal program authorized under the ESEA and must name the violator. It must also include a description of what happened and how this is a violation of a federal program. It must also contain the name and address of the complainant and the expected resolution. After receiving the complaint, OSPI will refer it to the educational entity for investigation, who, in turn, must respond within 20 calendar days denying the allegations and providing the basis for the denial, or proposing reasonable corrective actions to correct the violation. OSPI will provide the complainant with a copy of the educational entity's response and the complainant will then have an opportunity to submit additional information about the allegations. OSPI will then review all relevant information and will make a determination as to whether a violation exists. A similar process is followed when someone files a complaint against OSPI. Appeals may be filed directly with the Secretary of the U.S. Department of Education at www.ed.gov. For additional information, contact the district's Compliance Officer/Title IX Officer, Timothy Haines, Executive Director of Human Resources & Student Support at (360) 652-4500.

Annual Facilities Notification. The District has developed an **Asbestos Management Plan** for each school, as required by the Asbestos Hazard Emergency Response Act (AHERA) of 1986. The act requires schools to be inspected to identify any asbestos-containing building materials, and for any such suspected materials to be located, sampled (or assumed), and rated according to condition and potential hazard. Every three years the

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district conducts a re-inspection to determine whether the condition of the known or assumed asbestos-containing materials have changed, and to make recommendations on managing or removing the materials. A walk-through inspection is also made every six months. The following buildings contain no asbestos-containing materials, therefore no operations and maintenance programs or future inspections are required: Cougar Creek Elementary, English Crossing Elementary, Lakewood High School and Lakewood Middle School additions. It is the intention of the district to comply with all federal and state regulations controlling asbestos and to take whatever steps necessary to ensure students and employees a healthy and safe environment in which to learn and work. AHERA manuals are available at sites where asbestos remains. If you have any questions regarding the District's Asbestos Management Program, call Paul Field, Executive Director of Finance and Operations, at (360) 654-2033.

Annual Facilities Notification. The District uses **Integrated Pest Management (IPM)** modeled after the Environmental Protection Agency recommended guidelines for the control of structural and landscape pests. IPM coordinates the use of non-chemical methods along with all available pest control methods. These include pruning, using disease-resistant plants, and the judicious use of chemicals that are deemed the least hazardous to human health, and the least damaging to the environment. When chemicals are applied, they are applied by either a commercial applicator or a licensed district employee. A notice will be posted in the school's main office 48 hours prior to the application of any biologic or chemical pesticide. It will provide the reason for application and the name of the product to be used. For individual pre-notification, please call your child's school and ask to be placed on the pesticide pre-notification list. Notification procedures do not apply to emergency applications to school facilities for the control of any pests that pose immediate human health or safety threats (i.e. to control stinging insects). For more information, contact the District's Facilities Department at (360) 652-4503, ext 1030.