

NOTICE TO STUDENTS, STAFF, AND COMMUNITY

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

Harassment/Intimidation/Bullying Prohibited. The Lakewood School District is committed to creating a positive and productive working and learning environment free of discrimination. 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. District policies 3210, 3207, 5010, and 5011 outline the District's full policies and procedures and are on file in all school buildings and on the district website for staff, students or community referral. 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. The District's HIB Compliance Officer, Dr. Michael Mack, can be reached at (360) 652-4500. Forms to file a complaint are available on the district website or by calling the District Office at (360) 652-4500.

Non-Discrimination. The Lakewood School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, gender, sexual preference, marital status, age, or disability with regard to all students who are interested in participating in educational programs and/or extra-curricular school activities, admission, access to services, treatment or employment and all opportunities in programs and activities (Policy 5010 and 3210). Inquiries regarding compliance and/or grievance procedures may be directed to the school district Title IX/RCW 28A640 Officer and/or Section 504 Coordinator Joyce Scott, Director of HR and Learning Support Services at 17110 16th Dr. N.E., Marysville, WA 98271, (360) 652-4500. Individuals who may need auxiliary aids for communications, employment, programs, and/or services are asked to make their needs and preferences known to the ADA Coordinator. **The district's Non-Discrimination Statement is published annually in the Lakeview's Publication, all school/district newsletters, and is posted on the district website.**

Affirmative Action Equal Opportunity Employer. The Lakewood School District is an Affirmative Action Equal Opportunity Employer and complies with all federal and Washington State rules and regulations and does not discriminate on the basis of race, creed, color, national origin, gender, sexual orientation, marital status, age, or qualified individuals with disabilities. Applications from all groups are encouraged. Inquiries regarding compliance and/or grievance procedures may be directed to the district's Title IX/RCW 28A640 Officer and/or Section 504 Coordinator Joyce Scott, Director of HR and Learning Support Services at 17110 16th Dr. N.E., Marysville, WA 98271, (360) 652-4500.

Drugs/Alcohol Prohibited. In accordance with Lakewood School District Policy 5201 and 2121, the unlawful possession, use and/or distribution of illicit 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 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 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.

Tobacco Prohibited. In accordance with Lakewood School District Policy 4215, the use of any tobacco product 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.

Firearms or Dangerous Weapons 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. RCW 9.41.280 states: "...any violation of subsection (1) of this section by elementary or secondary school students constitutes grounds for expulsion from the state's public schools...an appropriate school authority shall promptly notify law enforcement and the student's parent/guardian regarding any allegation or indication of such violation." Expulsion for weapons related possession will be not less than one year (may be modified on a case by case basis).

PPRA Notice. Lakewood School District Policy 3232 outlines information related to parent/student rights in administration of surveys, analysis or evaluations in accordance with the new Federal No Child Left Behind Act of 2001 (PPRA).

Citizen's Complaint. 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 #4220).

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A Parent's Right to Know: Highly Qualified Staff. Under the No Child Left Behind Act, parents and children in schools that receive Title I dollars have the right to request information regarding the professional qualifications of classroom teachers and Para-educators. The information that can be requested includes:

- Has teacher met state qualification and licensing criteria for grade level/subject taught?
- If teacher is teaching under emergency or other provisional status has licensing criteria been waived?
- Has Para-educator met the No Child Left Behind Act requirements?

For more information, contact the Director of HR and Learning Support Services, Joyce Scott, at (360) 652-4500.

District and School Annual Report Cards. The Office of Superintendent of Public Instruction (OSPI) requires all districts and schools in the State of Washington to be reported on annually. The report includes: test scores; student demographic information; and staff information and can be viewed at: <http://reportcard.ospi.k12.wa.us>.

Annual Measurable Objectives (Previously known as Adequate Yearly Progress). Complete district and school information on annual progress of our students can be viewed on the OSPI website at: <http://reportcard.ospi.k12.wa.us>.

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.

Telecommunication Devices. Policy 3245 outlines issues surrounding telecommunications devices. While on school property or while attending school-sponsored or 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 self and others.

Education Services for Homeless Children and Youth. The purpose of the McKinney-Vento Act is to provide educational services to homeless students which are equal to all other enrolled students, and ensure that homeless children and youth have equal opportunities to enroll in, attend, and be successful in school. Please contact the district's Homeless Liaison, Dr. Michael Mack, at 360 652-4500 if you think your child may qualify as homeless.

Meal Programs. Families that meet federal income eligibility standards may apply for meals at a reduced price or at no cost. As a result of recent Washington State Legislation all students in kindergarten through 3rd grade who are approved for reduced meals will receive both breakfast and lunch at no cost. Students in grades 4 through 12th who are approved for reduced meals will receive breakfast at no charge and lunch for \$.40. Students who are approved for free meals at school will continue to receive all meals at school for no charge. Free/reduced application forms can be found on the district website under Departments/Food Services.

Child Find Notice. Special Education services are offered to students ages 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 Kathy Eisaman, Special Services Administrative Assistant, at (360) 652-4501, extension 1016.

FERPA Notification. The Federal 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. Parents/guardians receive a release form when enrolling their child in school and each fall parents/guardians are given a form to update. 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 this form, we will honor that until you give us permission, in writing, to release your child's name or photo.

Selection and Adoption of Curriculum. Lakewood School District Policy 2020 refers to the selection and adoption of instructional materials including.

Highly Capable Nomination Notification. Students may be nominated by parents, peers, and members of the community to qualify for the District's Highly Capable program. Nominators will complete a behavioral characteristics questionnaire, and teachers will provide information that includes classroom performance and general achievement levels. The District will screen each nominee using reading and math measures to identify students who qualify for further assessment. Prior to conducting the assessment, the principal or designee shall obtain written parental permission. The District will notify parents of their child's involvement in the program. Parents shall receive a full explanation of the procedures for identification, program options, and the appeal process. Parent permission will be obtained prior to providing services, and an annual review of each student's education plan will be performed.

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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 district conducts a re-inspection to determine whether the condition of the known or assumed asbestos-containing materials has 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, 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 David Kanehen, Facilities Supervisor, at (360) 652-4503.

Annual Facilities Notification. The District uses Integrated Pest Management (IPM) modeled after 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.

Life-Threatening Health Conditions. Prior to attendance at school, families with a child having 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 medication or treatment orders necessary for safety at school. Life threatening means that without planning, adequate supplies, medication, or treatment orders the child could be at risk of death at school. Pursuant to Board Policy #3413, any student having a life threatening health condition may be excluded from school if provisions listed above are not met.

Important Student Health Information. Schools in Washington are required to provide information on meningococcal disease to parents or guardians of all students entering grades 6-12. Meningococcal disease is a serious infection of the brain and blood caused by a bacteria. A vaccine is recommended for all children 11-12 years of age, as well as unvaccinated teens age 15 years and college freshmen who will be living in a dorm. More information is available at the Washington State Department of Health website at www.doh.wa.gov/cfh/immunize/meningococcal.htm.

HPV or Human Papilloma Virus. At the direction of the Washington State Legislature, schools are required to provide information to families with 6th –12th grade students on HPV or Human Papilloma Virus. 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 vaccine is a preventative vaccine and will offer the best protection if given before sexual activity starts. 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 at: <http://www.doh.wa.gov/YouandYourFamily/Immunization/Vaccines/HumanPapillomavirusHPV.aspx>.

Immunizations. RCW 28A.210.080-090 states that before or on the first day of every child's attendance at any public school in Washington State the parent or guardian present proof of either: (1) full immunization, (2) the initiation of and compliance with a schedule of immunizations as required by rules of the State Board of Health or (3) a certificate of exemption signed by a parent/guardian and a licensed health care provider.