

## **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 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, Daniel Lee, 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 strives to maintain a positive and productive working and learning environment free of 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, religion, age, gender, sexual orientation including gender expression or identity, ethnicity, national origin, genetic information, honorably discharged veteran or military status, marital status, or the presence of sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boys Scouts and other designated youth groups. This applies to all educational programs and/or extracurricular school activities. (Policy 5010 and 3210). Further, the district recognizes the needs of persons with disabilities, as defined by the Americans with Disabilities Act (ADA) of 1990. The district complies with state and federal accessibility regulations to provide access for our students, staff, parents, and guests. Inquiries regarding compliance and/or grievance procedures may be directed to the school district Title IX/RCW 28A640 Officer and/or Section 504 Coordinator Daniel Lee, Director of Human Resources and Administrative 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 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, religion, 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 Daniel Lee, Director of Human Resources and Administrative Services at 17110 16th Dr. N.E., Marysville, WA 98271, (360) 652-4500.

**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.

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**Drugs/Alcohol Prohibited.** In accordance with Lakewood School District Policy 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 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.

**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 the Superintendent of Public Instruction.

**School Performance Reports.** Both state and federal law require school districts to publish report cards that contain specific data highlighting the progress of its schools. Performance Reports outlining each school's mission, enrollment and attendance statistics, student scores on mandated tests, and other information are posted on the district's website. 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: <http://reportcard.ospi.k12.wa.us>. A printed version can be requested by calling 360 652-4500.

**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>.

**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. Schools that receive Title I funds are English Crossing and Lakewood Elementary.

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

For more information, contact the Director of Human Resources and Administrative Services, Daniel Lee, at (360) 652-4500.

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**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.

**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 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 the student's name and address, date and place of birth, photograph, email address, and the school he or she attends. 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 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 the notice above regarding the release of Directory Information. 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 School District Policy 3232 outlines information related to parent/student rights in administration of surveys, analysis or evaluations in accordance with the Federal No Child Left Behind Act of 2001 (PPRA).

**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 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.

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**Education Services for Displaced 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. To the extent practical and as required by law, the school district works with homeless students and their families to provide stability in school attendance and other services. Please contact the district's Homeless Liaison, Dale Leach, at 360 652-4501 extension 6021, if you think your child may qualify as homeless.

**Meal Programs.** 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, please contact Leanna Davis, Food Services Supervisor at (360) 652-4501 extension 5000.

**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.

**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.** Students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this section even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Please call your school office for services.

**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 Sheltered Instruction which integrates language and content instruction. For interpreting or translation services, please call (360) 654-2003.

**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/designee shall obtain written parental permission. 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 prior to providing services, and an annual review of each student's education plan will be performed. Please contact Melissa VanZanten, 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. 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 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 a 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](http://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. 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.** RCW 28A.210.080-090 states that before or on the first day of every child’s attendance at any public and private school or licensed child care center in Washington State, the parent or guardian must present proof of either: (1) full immunization, (2) the initiation of and compliance with a schedule of immunization, as required by rules of the State Board of Health, or (3) a certificate of exemption, signed by a parent or guardian and a licensed health care provider. A letter may substitute for a signed “Provider Statement” on this certificate. If the school is missing any necessary immunization information 30 days after the start of school, the district is required by law to exclude the child until we have received the necessary documentation.

**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.

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**Student Rights and Responsibilities.** Students and their parents/guardians can find detailed information about rights and responsibilities in individual school student handbooks.

**Federal Program Citizen Complaint Procedures.** These complaint procedures apply to federal programs authorized under the ESEA, 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](http://www.ed.gov). For additional information, contact the district's Compliance Officer/Title IX Officer, Daniel Lee, Director of Human Resources and Administrative Services 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 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 Dale Leach, Director of Learning Support Services and Facilities Supervisor, at (360) 652-4501 extension 6021.

**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) 652-4501 extension 6021.