

# WELCOME TO SPOKANE PUBLIC SCHOOLS

*This brochure is printed and distributed annually to all students in Spokane Public Schools to inform them of their rights and responsibilities. Complete policies and procedures are available in the principal's office of each school, in Student Services at 200 N. Bernard, and on the Spokane Public Schools website: [www.spokaneschools.org/](http://www.spokaneschools.org/)*

*Students have certain rights as citizens and the school system cannot unduly infringe on those rights. Contained in this document are rules that define the reasonable limits of those rights, based on the rules and regulations established by the State of Washington.*



## PUBLIC PARTICIPATION

Applications, policies, procedures, evaluations, plans, and reports will be made readily available to parents and other members of the general public through the district's Special Education, Student Services, School Support Services, Communications, Associate Superintendent's office and Superintendent's offices.

## ENROLLMENT INFORMATION

### Boundary Information

Elementary, middle and high school boundary information can be accessed by contacting Safety & Transportation at 354-7320, or selecting Community – Transportation – Bus route/Boundary Information on the district website.

### Resident & Non-Resident Transfers

Policy and Procedure 3131 provide information regarding resident student transfer requests. Individuals who reside within the boundaries of Spokane Public Schools and wish to transfer within the district should access the district enrollment center at <https://enroll.spokaneschools.org/enrollment>. Access to computers are at each of our neighborhood schools, district office, and public library. If you have more questions about access, please call 509-354-7393 or email at [enrollment@spokaneschools.org](mailto:enrollment@spokaneschools.org).

Policy and Procedure 3141 provide information regarding non-resident student transfer requests. Individuals wishing to transfer into Spokane Public Schools from another school district must first be released from their resident school district. Questions concerning inter-district transfers should be referred to Student Services, 509-354-7393.

### Running Start

Running Start allows students in grades 11 and 12 to take college courses at Washington's community and technical colleges, Eastern Washington University, and Northwest Indian College. Running Start students and their families do not pay tuition, but they do pay college fees and buy their own books, as well as provide their own transportation. Students receive both high school and college credit for these classes, therefore, accelerating their progress through the education system. Students should see their school counselor for more information.

### Advanced Placement Courses (AP)

Advanced Placement courses allow high school students to earn college credit by taking college classes in the high school setting. Students may challenge themselves with AP courses starting as early as the freshman and sophomore years and are highly popular in the junior and senior years. Spokane Public Schools maintains a reputation of excellence with the College Board for its high numbers of students taking and passing AP exams. This is one of the best methods to prepare a student for the rigors of post-secondary studies. Your high school counselor can assist you in registering for Advanced Placement courses.

## Collegebound Scholarship

If you are an eligible 7th or 8th grade student, now is the time to apply! The application deadline is June 30 at the end of the student's 8th grade year. Students only need to sign up once. The College Bound Scholarship program is an early commitment of state financial aid for 7th and 8th grade students whose family's income meets the guidelines or who are in foster care. The program encourages students who might not consider college because of the cost to dream big and continue their education beyond high school. The scholarship covers the average tuition, some fees and a small book allowance. When eligible student apply, they promise to the following:

- Graduate from a Washington high school or home school with a 2.0 GPA or higher;
- Be a good citizen and not be convicted of a felony;
- Apply to an eligible college during their senior year and file the Free Application for Federal Student Aid (FAFSA) in a timely manner.

Questions? Contact [collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov) or 1/888.585.0747 or contact your middle school guidance counselor.

## English Language Development (ELD)

The English Language Development program assists qualifying students whose primary language is other than English, to learn English while learning academic content at the same time. Students qualify by taking the Washington English Language Placement Assessment (WELPA) and are served by highly qualified, certified ELD teachers. Students learn new vocabulary, grammatical structures, academic content subject matter taught with the Common Core State Standard in mind, as well as the new English Language Proficiency Standards for ELL students. ELD classes also instruct students in content areas such as ELD English, ELD Social Studies and Sheltered Math and Science classes. With sufficient English language proficiency, as demonstrated by the yearly English Language Proficiency Assessment (ELPA21) test, students can exit the program and enjoy continued academic success in their general education classes.

## EDUCATIONAL RECORDS

### Directory Information

Federal law allows a school district to identify certain items as "directory information" that may be publicly released without permission of parents/guardians. Spokane Public Schools identifies this directory information as: but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent school attended. Spokane Public Schools does not deliberately give directory information to solicitors who want the information for commercial purposes. Directory information may be given to the media (e.g., AP scholars), Department of Education (e.g., Free Application for Federal Student Aid (FAFSA)), colleges and universities (e.g. scholarship information), and the military (e.g. for recruitment), unless a student's parents or guardians have submitted a written request that this information not be released. This written request must be on file with the office staff of the student's school. The registration form used to register students and the enrollment verification form contain a provision that can be used to make this request, or a parent/guardian can separately place such a written request on file at any time during the school year. Please contact office staff at your student's school if you have any questions concerning release of directory information.

# Annual Notification 2016 - 2017



Spokane Public Schools  
*excellence for everyone*



## Student Records

Policy and Procedure 3231 explain that information about individual students (other than Directory Information) will not be released to persons or agencies without the written consent of parents/guardians. However, this policy also states that Spokane Public Schools will forward school records, without parent consent, to schools in other districts to which a student transfers. This facilitates the prompt and appropriate placement of students in new school settings.

Spokane Public Schools also forwards, without consent, transcripts or other information requested by high school students to colleges or other post-secondary school educational institutions. Special Education records will be maintained by Spokane Public Schools in accordance with applicable state records retention schedules.

Parents or adult students who wish to obtain copies of a student's records should submit an on-line or written request to Student Services at any time during the school year, but no later than thirty (30) days after graduation or completion of the school year.

Policy and Procedure 3240 explain that Spokane Public Schools may withhold grades, diplomas, and/or transcripts of any student responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent/guardian has paid for the damages. When the pupil or parent/guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages.

## Rights and Privacy Act (FERPA)

FERPA provides parents and eligible students certain rights in regard to the student's education records.

- The right to inspect and review the student's education record.
- The right to request amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District 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.
- 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 (See Directory information). One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person whom Spokane Public Schools has outsourced services or functions it would otherwise use its own employees to perform (such as attorney, auditor, medical consultant, educational service provider, or therapist); a person serving on the School Board; a person or company with whom Spokane Public Schools has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.
- The right to information about who to contact to seek access or amendment of education records.

## Health Information

State law requires that orders from a licensed health care provider (LHP) for medication and/or treatments and a nursing care plan be in place before a student with a life-threatening health condition attends school (RCW 28.A.210.320). Immunizations must be up to date within 30 days of enrollment or their child will be excluded from school. A health condition is considered life-threatening if that condition puts the student in danger of death during the school day if a medication or treatment order and a nursing plan are not in place. Parents have the responsibility to update the school office about their child's current health condition at the time of registration and whenever a change in health status occurs. Parents are responsible to alert any extracurricular or school sponsored events of their child's health condition, health care plan, or need for emergency medication/treatment. Contact the school office or assigned school nurse for more information or assistance.

State law requires that parents provide immunization information on a "Certificate of Immunization Status" form that is available at school and is part of the registration packet. Parents/guardians may claim a medical, religious or a personal exemption for specific immunization(s). Such an exemption requires a parent and LHP signature. To protect the health of the overall community, students and adults at school who are not adequately vaccinated during a disease outbreak, may be determined to be "at risk" for catching and spreading the disease. Those determined to be "at risk" will be excluded from school until the outbreak is over or until proof of immunity or adequate vaccination is received. Immunization requirements for school attendance may be different than those requirements during an "outbreak" of disease at school. The local regional health district determines when an outbreak occurs and if any additional requirements are needed. Please contact the school office or school nurse for more information about immunizations.

Vision is screened with the use of the Sloan letter or hand chart which screens distance vision. It does not identify problems such as eye health, near vision problems, eye muscle coordination or focusing ability. Vision and hearing screening takes place in Grades K, 1, 2, 3, 5, and 7. Hearing screening identifies educationally significant hearing loss but will not determine the actual hearing level. A complete hearing evaluation by a certified audiologist is available to students who do not pass the screening. When a student does not pass one of the above screening measures, parents/guardians are notified. Screening for Scoliosis at school is no longer required and should be provided by your health provider.

Policy and Procedure 3416 allow school personnel to administer oral medication during school hours under limited conditions which include a written request by a parent/guardian and the student's LHP. All medication must be accompanied by a Medication Request form which may be obtained at any school office or on-line. \* For the safety of all students, it is preferred that all medications are stored securely and administered by trained staff. However, at times, parent/guardian may thoughtfully decide that their child needs to carry their medication at school. For information about the district's strict self-carry and administration requirements, you may request a copy of "Parent Information: Medications at School" at any school office or on-line\*. Additional requirements are mandated for students who self-carry/administer medication for asthma or severe allergy (RCW 28.A.210.370). These requirements are listed on the "Parent Information: Medications at School" letter. \*[www.spokaneschools.org](http://www.spokaneschools.org) Select – Parents – Services – Health Services – Medication Resources

## STUDENT RIGHTS AND RESPONSIBILITIES

### Student Conduct

Policy and Procedure 3240 explain the general policy of the district regarding student conduct. The procedures describe the disciplinary actions that may be imposed by Spokane Public Schools if a student should violate district policy. A student's rights are also outlined in this policy and due process is explained under the Due Process section of this brochure.

Disciplinary action may include restorative practice, suspension, expulsion, or emergency action. It may also include a recommendation for counseling, mediation or other options. Due process rights of students regarding notice of intended disciplinary action are also included in this policy and procedure.



## Attendance

The compulsory attendance laws of the state of Washington (RCW 28A.225.010) requires that any child between 8 years of age and under 18 years of age, and any child who is 6 or 7 years of age and enrolled in a public school program, must attend school full time when school is in session unless the child is enrolled in a public school part-time for the purpose of receiving ancillary services.

Policy and Procedure 3122 define excused absences, unexcused absences and trancies. This policy and procedure also define the responsibility of the school district, parents/guardians, and teachers in monitoring school attendance. Based on RCW 28A.225.030, a petition must be filed with the Juvenile Court if a student has 5-7 unexcused absences in a month or 10 unexcused absences in a year, or if a student's unexcused absences cannot be reduced over a period of time.

## Unlawful Discrimination

Allegations of discrimination should be reported to your child's teacher or principal immediately. This will allow the school the opportunity to address your concerns and resolve the situation as soon as possible. Unlawful discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington state law include: sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, honorably discharged veteran or military status, or the use of a trained dog guide or service animal.

If you are unable to resolve your concerns with your child's teacher or principal, contact Ramon Alvarez, Equal Opportunity Officer, (509) 354-7344, [RamonAl@spokaneschools.org](mailto:RamonAl@spokaneschools.org) to discuss your concerns or to file a complaint. If you cannot resolve your concern with the school, you may wish to file a formal complaint with the school district. There are three (3) steps: Step 1: Complaint to School District Superintendent, Step 2: Appeal to the School Board, and Step 3: Complaint to OSPI. The instructions on how to follow these steps may be found at [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx) and brochures are located at district schools and online at [www.spokaneschools.org](http://www.spokaneschools.org).

## Harassment, Intimidation or Bullying (HIB)

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and Policy and Procedure 3207 defines harassment, intimidation or bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics, when an act physically harms a student or damages the student's property; has the effect of substantially interfering with a student's education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or Dr. Adam Swinyard, Equal Opportunity Officer, at (509) 354-5901. Further information and complaint forms may be found on the Spokane Public Schools website, [www.spokaneschools.org](http://www.spokaneschools.org) and selecting – Parents & Students– Quick Access Center- Bullying & Harassment.

## Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on school campus, on the school bus, or school-sponsored off-campus events, such as a school-sponsored field trip. Sexual harassment is a form of sex discrimination. You can find a copy of the district's policy and procedure 5011 on the district's web site [www.spokaneschools.org](http://www.spokaneschools.org), at your school, or Human Resources. Individuals who believe there has been a violation of policy are encouraged to report to any school staff member or contact Ramon Alvarez, Equal Opportunity Officer, at (509) 354-7344, [RamonAl@spokaneschools.org](mailto:RamonAl@spokaneschools.org) or Tennille Jeffries-Simmons, Title IX/Staff Civil Rights Officer, at (509) 354-7265, [TennilleJ@spokaneschools.org](mailto:TennilleJ@spokaneschools.org). Further information and complaint forms may be found on the Spokane Public Schools website, [www.spokaneschools.org](http://www.spokaneschools.org). If you cannot resolve your concern with the school, you may wish to file a formal complaint with the school district. There are three (3) steps: Step 1: Complaint to School District Superintendent, Step 2: Appeal to the School Board, and Step 3: Complaint to OSPI. The instructions on how to follow these steps may be found at [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx) and brochures are located at district schools and online at [www.spokaneschools.org](http://www.spokaneschools.org).

## Alcohol & Other Drug Use

Policy and Procedure 3240 explain that students will not possess, use, deliver, distribute, sell, offer to sell, or arrange to sell or be under the influence of, or show evidence of having used or abused any controlled substance or counterfeit substance (identified in RCW 69.50.204) or any illicit drugs, marijuana, or alcohol as those terms are used in federal anti-drug and alcohol laws, including 20 U.S.C. 3171, 3221, etc., nor will they be in possession of drug paraphernalia as defined by RCW 69.50.102:

1. On the school grounds during and immediately before, or immediately after school hours.
2. On the school grounds at any other time when the school or school grounds are being used for any school activity, function, or event.
3. Off the school grounds at a school sponsored activity, function or event.
4. On or off school property when the possession, use, transmission, distribution or sale of said item(s) has a material and substantial adverse impact on any or all aspects of the educational process.

Spokane Public Schools recognizes that the use/abuse of alcohol, narcotics, and other drugs is a societal problem. Within the context of school, use/abuse represents a health danger, disrupts the educational process, contributes to behavior problems, often results in diminishing academic performance, and can prevent the fullest physical, intellectual, and emotional development of each student. Programs of education, prevention, intervention, and after care are supported by Spokane Public Schools in collaboration and cooperation with public and private agencies. Violation of this policy will subject students to intervention as outlined in Policy and Procedure 3240.

## Tobacco

Policy and Procedure 3240 explain that the use and/or possession of any and all tobacco and nicotine products, as well as nicotine delivering devices, on school property or at any school sponsored event is prohibited. Please note that Washington State law prohibits minors from possessing any tobacco product regardless of how the minor obtained it. Violation of this policy will subject students to intervention, as well as disciplinary action referenced in Policy and Procedure 3240.

## Exceptional Misconduct

Exceptional misconduct includes behaviors that have been deemed by the district, through a process designated by law, to be so serious in nature as to warrant a prescribed consequence described in Policy and Procedure 3240.

## Dangerous Weapons/Threats

Policy and Procedure 4210 state it is a violation of district policy and state and federal law for any person to carry a firearm or dangerous weapon pursuant to state and federal law on school premises, including school-provided transportation. This also applies to non-school facilities when being used for school activities.

Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement. However, the superintendent may modify the one-year expulsion on a case-by case basis.

Because of the extremely disruptive effect on the school environment and educational process, bomb threats will not be tolerated; a threat to bomb or injure property is a violation of RCW 9.61.160

Intervention and corrective actions for students violating this policy are reflected in Policy and Procedures 3240.

## DUE PROCESS

Students have rights and responsibilities within every educational setting. Freedom of expression is allowed to the extent that it does not disrupt the educational process. Students also have the right to peacefully assemble in school facilities as long as there is no conflict with school functions and there is no disruption to the educational process.

If there is a reasonable cause to believe that prohibited articles are in the possession of a student or contained on school property, school personnel can search the student or the student's property.

If the student is accused of breaking a rule, he/she has the right to explain his/her description of events to a teacher, counselor, or administrator before the consequences are given. Parents/guardians are also allowed to meet with school staff to help identify concerns or solve problems, while also considering appropriate consequences. Parents may appeal a disciplinary action through a hearing appeal process referred to in Policy and Procedure 3240.

## INDIVIDUALS WITH DISABILITIES

### Education of Students with Disabilities

Policy and Procedure 2161 and 2162 address education of students with disabilities as it pertains to the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Questions pertaining to IDEA should be directed to Special Education Department, 354-7947. Questions pertaining to 504 should be directed to Student Services Department, 354-7393.

### Child Find

A child with a disability, physical or mental impairment and/or health condition may be eligible for services through Section 504 of the Rehabilitation Act of 1973 or special education and related services through the Individuals with Disabilities Education Act of 2004. If you have reason to suspect your child or another child may have a disability, physical or mental impairment and/or health condition which affects his/her education, please contact the school, Student Service Department at 354-7393 or the Special Education Department at 354-7947. For additional information regarding referrals for assessment and eligibility, you may reference WAC 392-172A and/or School District Policy and Procedure 2161 and 2162. If your family is living in a temporary or transitional situation, you may contact the district where you are staying to attend a screening. If your family has moved from one school district to another looking for work in the agricultural, fishing or Christmas tree cultivating field within the past three years you may qualify for additional assistance. Spokane Public Schools' Child Find number is 354-7947 or access the website at [childfind@spokaneschools.org](mailto:childfind@spokaneschools.org).

## ANNUAL PESTICIDE NOTIFICATION

State law requires school districts to notify parents/guardians of students and employees of the school's pest control policies and methods. For information regarding the use of pesticides in the school district, please contact the Maintenance Department at 354-7172 or visit our website. (RCW 28A.320.165; RCW 17.21.415[2])

## SCHOOL EMPLOYEE DISCIPLINARY ACTIONS

State law requires school districts to provide parents/guardians with information regarding their rights under the Washington Public Records Act to request public records regarding school employee discipline. (RCW 28A.320.160). To make a public records request, please see Policy and Procedure 4040.

## TEACHER QUALIFICATIONS

Under federal law, parents and guardians are entitled to request information about the professional qualifications of their child's teachers. Such requests can be made to the Chief Human Resources Officer at 354-7265.

(No Child Left Behind Act /20 U.S. C6311/34C.F.R. 200.61)

## ANNUAL SCHOOL REPORTS

Spokane Public Schools posts school-level report cards on the district website. These reports include the most current student achievement data and a description of school programs.

## McKINNEY-VENTO/HEART PROGRAM ASSISTANCE

Students may receive support from the school district to enroll in school immediately, remain in their home school of origin, and have barriers to full participation in school and school activities eliminated if they live in any of the following situations:

- In a motel or campground due to the lack of alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- In a shelter
- Doubled up with other people due to loss of housing or economic hardship

Please contact your school counselor or the HEART Program at 354-7302 for additional information. You can also visit the website at [www.spokaneschools.org/page/1608](http://www.spokaneschools.org/page/1608).

## NON DISCRIMINATION

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer and/or Harassment, Intimidation, Bullying (HIB)/Student Civil Rights/504 Compliance Officer. Title IX/Staff Civil Rights Officer, Tennille Jeffries-Simmons (509) 354-7265 • Harassment, Intimidation, Bullying HIB/Student Civil Rights Officer, Dr. Adam Swinyard 354-5901 • 504 Compliance Officer, Gwen Harris 354-7254 • ADA Officer, Tennille Jeffries-Simmons (509) 354-7265 • Affirmative Action Officer, Mary Templeton (509) 354-5961 • Equal Opportunity Officer, Ramon Alvarez, (509) 354-7344 • 200 N. Bernard Street, Spokane, WA 99201-0282.

## AMERICANS WITH DISABILITIES ACT (ADA)

Individuals with disabilities who may need a modification to participate in a school-related meeting or activity need to contact the school or district office location no later than three (3) days before the meeting, or as soon as possible so that arrangements for the modification or accommodations can be made.

