2018-2019 Annual notifications

These annual notifications are required by either state or federal law. Please read through this information carefully and if you have any questions, please call our school district administration office at 924-1830.

Trent
(509) 924-2622

Trentwood
(509) 927-3215

EVHS
(509) 927-3200

CCS
(509) 927-3210

Otis Orchards
(509) 924-9823

EV Parent Partnership
(509) 241-5001

East Farms
(509) 226-3039

EVMS
(509) 924-9383
STUDENT RECORDS AND DIRECTORY INFORMATION

Pursuant to the Family Educational Rights and Privacy Act, it is the policy of the East Valley School District to annually notify parents, guardians or adult-age students (18 years of age or older) that they have the right of access to student records, to request corrections of or amendments to such records, and to appeal any refusal of a request to change or amend such records.

Student records will not be released without the consent of the student’s parent/guardian or that of the adult-age student, except as provided by law or District policy. Specifically, directory information, as defined in District Policy No. 3231.

Requests for records from schools where students have transferred will be released by the District without written consent. An example of a non-profit entity that requests such information is the United States military. Photographs may occasionally be taken of students for use in the news media or school district publications, as well.

If you do not want any information released to any and all such non-profit organizations, or if you do not wish to have your child appear in a photograph, videotape, film or slide, please notify your child’s school in writing. This written request can be placed on file at any time during the school year. Inquiries regarding compliance with the Family Educational Rights and Privacy Act may be directed to Neale Rasmussen, Executive Director of Fiscal Services, 3830 N. Sullivan, Building 1, Spokane Valley, WA 99216. Phone: 924-1830.

ENROLLMENT INFORMATION

Resident and Non-Resident Transfers

Policy and Procedure 3140 provide information regarding resident (intra-district) transfers. Individuals who reside within the boundaries of East Valley School District and wish to transfer within the district should contact their resident school to request a transfer to another school within the district. Policy and Procedure 3141 provide information regarding non-resident (inter-district) transfers. Individuals wishing to transfer into East Valley should contact the receiving school principal to obtain a choice form and signature of approval, the form will then be sent to the resident school for a releasing signature. Students residing within the boundaries of East Valley and wishing to transfer to another school district may obtain a choice form from the East Valley School District Administration at 3830 North Sullivan, Building 1, Spokane Valley or call (509) 924-1830.

Running Start

Students enrolled in a high school program can participate in Running Start, a college credit program that is an outgrowth of the Choice legislation of 1990. This program allows students to simultaneously earn credits for high school graduation and towards a college degree. Students/parents should contact a high school counselor to learn more about Running Start or to apply to the program. Eastern Washington University, Spokane Falls Community College, and Spokane Community College are the local institutions that work collaboratively with East Valley School District on this program.

Advanced Placement Courses (AP)

Advanced Placement courses allow high school students to earn college credit by taking college classes in the high school setting. A high school counselor can assist students in registering for an Advanced Placement course.

ATTENDANCE

The compulsory attendance law of the state of Washington requires that any child, pursuant to RCW 28A.225, must attend school full time when school is in session, unless the child is enrolled in an accredited private school, an educational center, or is receiving home-based education. Policy and Procedure No 3122 define excused absences, unexcused absences and truancies. Based on RCW 28A.225.030, a petition must be filed with the Juvenile Court if a student has 5-7 unexcused absences within a year. They will be referred to the Community Alliance Review Board (CARB).
GUIDELINES FOR CHILDREN WITH LIFE-THREATENING CONDITIONS

Washington law defines a life-threatening condition as “a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place.” Children with life-threatening conditions such as severe bee sting or food allergies, severe asthma, unstable diabetes, severe seizures, etc., are required to have a medication or treatment order and nursing plan in place before they start school. The medication or treatment order must be from the child’s licensed health care provider.

If a medication or treatment order is not provided, the chief administrator of the school is required to exclude the child until such order has been provided.

It is vital to your child’s safety during the school day that if your child has a life-threatening health condition that may require medical services to be performed at school, you immediately notify your school’s principal or school nurse. The necessary forms will be provided and a time will be arranged for you to meet with your child’s school nurse.

Please call the Registered Nurse at your school if you have any questions or would like further clarification.

AMERICANS WITH DISABILITIES ACT (ADA)

Individuals with disabilities who may need a modification to participate in programs and/or meeting held in the District should contact the school or district office location no later than three (3) days prior to the program/meeting so that arrangements for modification or accommodations can be made.

STUDENTS WITH DISABILITIES

Policy And Procedure No. 2162 and 2161 address education of students with disabilities as it pertains to the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Questions pertaining to IDEA or Section 504 should be directed to the Special Programs Department at 241-5039.
McKINNEY-VENTO HOMELESS EDUCATION ACT

The McKinney-Vento Homeless Education Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students.

Defining Homeless
The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason
- Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations

For questions about the McKinney-Vento Homeless Education Act please call East Valley School District at 924-1830.

HOMESCHOOLING DECLARATION REQUIRED

In compliance with state law, parents providing home-based instruction to their children must file a Declaration of Intent with their local school district by September 15, or within two weeks of the beginning of any public school quarter or semester. Parents living in our district may request this form from the Administration Office, 3830 North Sullivan, Building 1, Spokane Valley, WA 99216, or by calling 509-924-1830.

TITLE I/LEARNING ASSISTANCE PROGRAM (LAP)

Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to states and school districts to meet the needs of educationally at-risk students. The goal of Title I is to provide extra instructional services and activities which support students identified as failing or most at risk of failing the state’s challenging performance standards in mathematics, reading and writing.

LAP programs serve eligible students who need academic support for reading, writing and math or who need readiness skills to learn these core subjects. With a special emphasis on reading literacy in the early grades, schools use their state LAP funds to deliver supplemental services that give these students the strong start they need for academic success.

For questions regarding either of these programs, please call the Teaching & Learning Department at 241-5011.
Special Education – Child Find

“Child find” refers to the process of locating, identifying, and evaluating children with disabilities to ensure that they receive services to which they are entitled. Children and youth, ages birth to 21, living in the East Valley School District, who are suspected of having a disability may be referred for a possible evaluation to determine if they are eligible for special education services. If your family is living in a temporary situation, you may contact the district where you are staying to attend a screening.

Who to Contact:

- **Preschool children:** If you are aware of a preschooler, from birth through 5 years old, who has or may have a developmental disability, please call 509-241-5039.
- **School age children and youth:** If you have a child already in an East Valley School who may be in need of special education services, please call the school directly and ask to speak with the School Psychologist as signed there or express your concern to your child’s teacher, counselor, or principal.
- **Students in private schools:** If a student lives in East Valley School District but attends a private school in another district, he or she may be referred for a possible evaluation and, if eligible, receive special education services at a public school site. If you suspect a private school student is in need of special education services, check with the private school to see which school district they are located within and who you should contact or contact EVSD Special Programs for assistance.

WAC 392-172-100 Child find.(1) The local district or other public agency shall conduct child find activities that apply to students ages birth through twenty-one for the purpose of locating, evaluating and identifying students with a suspected disability, regardless of the severity of their disability, who are residing within the boundaries of the district or other public agency and who are not currently receiving special education and related services. More information can be found in Policy and Procedure No. 2162 located on the evsd.org website.

Parents and other members of the public have the right to request policies and procedures and any required evaluations, plans, and reports relating to the Special Education Part B program. Requests may be sent in writing to Maureen Lyden, Director of Programs, East Valley School District, 3830 N. Sullivan Bldg 1, Spokane Valley, WA 99216.

**ENGLISH LANGUAGE LEARNER SUPPORT**

East Valley receives funding from the state through TBIP (Transitional Bilingual Instructional Program) and Title III to provide programs to students to ensure equal educational opportunities for students whose primary language is other than English.

Student Eligibility and Placement

- Eligibility begins with the administration of a Home Language Survey to determine if a language other than English is spoken at home and if the child first spoke a language other than English.
- If the child speaks a language other than English, the student’s English language ability is measured with a language proficiency screener within the student’s first 10 days of attendance.
- Students scoring at the Beginning, Advanced Beginning, Intermediate, or Advanced Level are eligible for TBIP services.
- Students who score at the Transitional Level are not eligible.
- Under federal guidelines, parents must be informed of student placement in a language program within 30 days of placement.

For questions related to this program please call the EVSD Special Programs Department at 241-5024.
ECEAP—EARLY CHILDHOOD EDUCATION ASSISTANCE PROGRAM

ECEAP (Early Childhood Education and Assistance Program) is a comprehensive preschool program that provides free services and support to eligible children and their families. The goal of the program is to help ensure all Washington children enter kindergarten ready to succeed. The program includes:

- Early learning preschool
- Family support and parent involvement
- Child health coordination and nutrition

For questions about the ECEAP program please call EVSD Special Programs at 241-5039.

HIGHLY CAPABLE PROGRAM, PEP

East Valley School District follows Policy and Procedure 2190 which guides the district’s offerings of appropriate instructional programs to meet the needs of highly capable students of school age, grades K-12. Although identification of students may occur throughout the school year, major identification activities take place in the early spring. Anyone may nominate an East Valley student to be assessed to determine if the student qualifies to participate in the Highly Capable Program.

The district nomination form is available through school offices. Information about the nomination, selection and appeals process and program options is also available through school offices. For more information, please contact District Coordinator, Lorri Reilly at 924-1830 or Highly Capable program teachers, Heather Schultz and Nicole Sweet at 927-3228.

DRUG AND ALCOHOL USE AND ABUSE PROGRAM

Students will not possess, use or 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 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, immediately before, or immediately after school hours (including District transportation).
2. On the school grounds or District transportation at any other time when the school, school grounds or District transportation are being used for any school activity, function, or event.
3. Off the school grounds at a school 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.

Necessary corrective action:

- Any student, while on school property or while attending a school-sponsored activity, who sells or distributes drugs or any substance under the guise of being a drug or controlled substance to any other person shall be reported to a law enforcement agency and shall be recommended for long-term suspension or expulsion.
- Any student, while on school property or while attending a school-sponsored activity, who possesses, uses, consumes or exhibits the effect of having consumed or used alcohol, drugs, narcotics or other mood-altering substances not consumed or taken at the direction of a physician, shall be recommended for a short-term suspension of a maximum of ten consecutive school days.
- Any costs of participation in any of said programs shall be borne by the student and/or his or her parent or guardian.
- Failure to comply with and adhere to all the requirements of programs and/or services shall result in a recommended suspension of a minimum of ten consecutive school days.
STUDENT RIGHTS AND RESPONSIBILITIES

East Valley School District’s policies and procedures concerning student rights and responsibilities (behavior, attendance, discipline, etc.) are available from each school principal and can also be viewed on the district website. Policy Series 3000/Students.

RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (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:

- The right to inspect and review the student’s education records.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
- 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 “Student Records and Directory Information”).
- 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 a description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person.
- The right to information about who to contact to seek access or amendment of education records.

PROHIBITION OF HARASSMENT, INTIMIDATION OR BULLYING

Harassment, intimidation and bullying means 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, mental or physical disability, or other distinguishing characteristics when the act physically harms a student or damages their property, substantially interferes with a student’s education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school. Complaints regarding harassment, intimidation or bullying are addressed through Policy and Procedure No. 3207. Individuals who believe they have been the victim of harassment, intimidation or bullying, or know of such an incident, may contact their school administrator or counselor. Complaint forms are available at each school site, and if not resolved following investigation the administrator or counselor will forward the complaint to Neale Rasmussen, the District Compliance Officer, for further investigation.

NON-DISCRIMINATION

East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator: Thomas Gresch, grescht@evsd.org; ADA/Civil Rights Compliance Coordinator: Jane Rausch, rauschj@evsd.org; Section 504 Coordinator: Maureen Lyden, lydenm@evsd.org. They can also be contacted at 3830 N. Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830. Please see the following page for the complaint procedure.
COMPLAINTS ABOUT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT

What is discrimination?
Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person’s disability.

What is a protected class?
A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

How do I file a complaint about discrimination?
If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of the school district’s nondiscrimination procedure, visit http://www.evsd.org/pages/EVSD/About_Us/nondiscrimination or contact the school district at 509-241-5053.

Before filing a complaint, you may wish to discuss your concerns with your child’s principal or with the school district’s Section 504 Coordinator, Maureen Lyden, lydenm@evsd.org, 509-241-5020, the Title IX Officer, Thomas Gresch, grescht@evsd.org, 509-241-5053 or the Civil Rights Compliance Coordinator, Jane Rausch, rauschj@evsd.org, 509-241-5025. This is often the fastest way to resolve your concerns.

Step 1: Complaint to the School District
In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint. Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district’s Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district’s discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:
• A summary of the results of the investigation;
• Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
• Notice of your right to appeal, including where and to whom the appeal must be filed; and
• Any corrective measures determined necessary to correct any noncompliance.

Step 2: Appeal to the School District
If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal.

The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with OSPI.

Continued on the following page...
Step 3: Complaint to OSPI

If you do not agree with the school district’s appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within 20 calendar days after you received the district’s appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery: E-mail: Equity@k12.wa.us  Fax: (360) 664-2967 Mail: OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200.

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI’s Equity and Civil Rights Office at (360) 725-6162/TTY: (360) 664-3631 or by e-mail at equity@k12.wa.us.

SEXUAL HARASSMENT PROHIBITED

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or the conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:
- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?
You can report sexual harassment to any school staff member or to the district’s Title IX Officer: Thomas Gresch, 509-924-1830, grescht@evsd.org

Formal and informal procedures for reporting, receiving, investigating and resolving complaints or reports of sexual harassment are described in school board procedure 5013.

PUBLIC RECORDS REQUESTS

Requests for disclosure of public records should be sent to Jodi Brown, Executive Assistant at East Valley School District, 3830 North Sullivan, Bldg 1, Spokane Valley, WA 99216. Phone: (509) 241-5032.

SCHOOL LEVEL PERFORMANCE REPORT

The 2016-2017 District Performance Report is available on the District website and includes the most current student achievement data. Parents may visit the website (www.evsd.org). The reports are listed under Parent Resources on each schools’ webpage.
Title 1: Annual Parent Notification

Our schools listed below receive federal funds for Title I programs that are part of the Every Student Succeeds Act (ESSA) 2015. We will provide you with additional information about this law and its impact on the education of students throughout the United States as the year progresses.

Under ESSA, you have the right to request information regarding the professional qualifications of your child’s classroom teacher(s). If your child also receives services from a Title I paraprofessional, you have the right to request information regarding his or her professional qualifications, as well. If you request this information, our district Human Resources office will provide you with the following as soon as possible:

a. Whether or not the teacher has met Washington’s licensing requirements for the grade level(s) and core academic subject(s) taught by the teacher;
b. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
c. The education level and subject area (field of discipline) of the teacher’s college degree major and for any graduate degree or certificate; and
d. If your child is receiving Title I services from paraprofessionals, his or her qualifications.

If you would like to request this information, please contact:
Thomas Gresch, Executive Director Human Resources and Operations, 241-5053 or Lorri Reilly, Director of Teaching and Learning, 241-5012

EVSD Title 1 Schools:
Trent Elementary
Trentwood Elementary
Otis Orchards Elementary
East Farms Elementary

SAFE CELEBRATIONS

Traditionally, various celebrations at school have been accompanied by treats provided by families. With food allergies so numerous in our district, we must be careful to determine that foods are safe for all students. Food brought into the school for group consumption by students during the school day will be commercially prepared and clearly labeled with ingredients. Please read labels carefully before bringing to school.

Please be assured that we are not against celebrations. We simply need to ensure our students remain safe at school. Thank you.

PESTICIDE NOTIFICATION

State law requires school districts to notify parents/guardians of students and employees of the school’s pest control policies and methods.

Though spray applications are primarily conducted when school is not in session and the area is posted, some might want prior notification of applications at their school. If you would like to be placed on a list to receive prior notification at your school, please contact Pete Kirchner, Maintenance Supervisor, by phone at 241-5580 or via email at kirchnerp@evsd.org. The list will be kept from September through August. To remain on the list, you will need to renew your request on an annual basis.

FIREARMS OR DANGEROUS WEAPONS PROHIBITED

It is a violation of district policy and state and federal law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or non-school facilities when being used for school activities.
In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) East Valley School District contracted with Northwest Educational Service District 101 (NEWESD 101) of Spokane, Washington to conduct a three-year asbestos re-inspection of all school buildings. An EPA-accredited Asbestos Inspector and Management Planner has performed the required inspection and reassessment of each category of asbestos containing building material (ACBM) and noted any significant changes from 1988, yearly to current year. Re-inspections will assist the school district in the process of safely managing each ACBM within our district.

The AHERA Re-inspection Report and Management Plan (2012) is available to the general public and can be reviewed at any time during normal school hours. A designated person is available during regular District Office hours to answer any questions regarding ACBM in our buildings. The designated person can be contacted through the Maintenance Department.

No-friable ACBM are present in most of the District’s buildings. All known ACBM are listed in the District’s management plan, and were found to be in good condition and are being continually maintained in accordance with all Washington State and Federal laws.