

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/

Students have certain rights as citizens and the school system can not 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, 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 3152 provide information regarding resident (intra-district) transfers. Individuals who reside within the boundaries of Spokane Public Schools and wish to transfer within the district should contact their resident school to request a transfer to another school within the district. Questions about intra-district transfers should be referred to the school of residence.

Policy and Procedure 3150 provide information regarding non-resident (inter-district) transfers. 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, 354-7393.

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 the high school counselor to learn more about Running Start or to apply to the program. Spokane Community College, Spokane Falls Community College, The Institute for Extended Learning, and Eastern Washington University are the local institutions that work collaboratively with Spokane Public Schools 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. Your high school counselor can assist you in registering for Advanced Placement courses.

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: name, address, listed telephone number(s), date and place of birth, major field of study, photograph or video, participation in officially recognized activities and/or sports, weight/height of members of athletic teams, dates of attendance, awards received, most recent previous school attended, or other similar information that would not generally be considered harmful or an invasion of privacy if disclosed. 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), 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 or 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
August 2011

Student Records

Policy and Procedure 3400 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-high 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 a 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 9375 explain that Spokane Public Schools may withhold grades, diplomas, and/or transcripts of any student responsible for theft of, or willful damage to, school property until restitution is made by payment of monetary damages or by volunteer work if the student is unable to pay restitution.

Rights under the Family Educational 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 employed by Spokane Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); 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). 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 is 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/or 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 department determines when an outbreak occurs and determines any additional requirements needed during the outbreak. Please contact the school office or school nurse for more information about immunizations.

Vision is screened with the use of the Snellen E chart which screens distance vision. It does not identify problems such as eye health, near vision problems, eye muscle coordination or focusing ability. Vision screening takes place in Grades K, 1, 2, 3, 5, and 7. Hearing is also screened at the above grade levels. This 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 8215 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. To self-carry medication, the student must be able to self-administer without any assistance or reminders and can carry just one day's dosage. 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 Select – Parents – Services – Health Services – Medication Resources



STUDENT RIGHTS AND RESPONSIBILITIES

Student Conduct

Policy and Procedure 3200 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) requires that any child between 8 years of age and under 18 years of age, as well as 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 an accredited private school, an educational center, or is receiving home-based education.

Policy and Procedure 3120 define excused absences, unexcused absences and truanancies. 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 can not be reduced over a period of time.

Unlawful Discrimination, Harassment, Intimidation or Bullying

Discrimination, harassment, bullying and intimidation mean any intentional written, verbal, physical or electronic act, including, but not limited to, ones shown to be motivated by a characteristic: RCW 9A.36.080 (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or sensory, mental, or physical disability) or other distinguishing characteristics when the act physically or emotionally 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 discrimination, harassment, intimidation or bullying are addressed through Policy and Procedure 3200 (students) and Policy and Procedure 5170 (adults). Individuals who believe there has been a violation of non-discrimination, harassment, intimidation or bullying laws are encouraged to contact their building administration or Ivan Bush, Equal Opportunities Officer, at 354-7344 or ivanb@spokaneschools.org. Further information and complaint forms may be found on the Spokane Public Schools website, www.spokaneschools.org and selecting -Parents - Forms - Bullying Complaint Forms.

Alcohol & Other Drug Use

Policy and Procedure 3200 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 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 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 a 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 No. 3200.

Tobacco

Policy and Procedure 3200 explain that the use and/or possession of any and all tobacco products in/on property owned or leased by Spokane Public Schools 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 3200.

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 3200.

Dangerous Weapons/Threats

Policy and Procedure 2348 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.

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 3200.

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 3200.

INDIVIDUALS WITH DISABILITIES

Education of Students with Disabilities

Policy and Procedure 4161 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, 354-5949. Questions pertaining to 504 should be directed to Student Services Department, 354-7248

Child Find

A child with a disability 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 which affects his/her education, please contact the school or Special Education Department at 354-5949 for additional information (WAC 392-172A) or to refer the child for an evaluation to determine eligibility for services.

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 354-7143. (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 6220.

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 Assistant Superintendent of Human Resources at 354-7285.

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

HOMELESS ASSISTANCE

Students who become homeless may continue to attend their home school with assistance from the school district. Please contact your school counselor or Homeless Coordinator at 354-7302.

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 description of school programs.

HOME SCHOOLING DECLARATION

State law requires that parents/guardians 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. (RCW 28A.200.010). Parents living in our district may request forms from Bryant Campus at 354-7810

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.

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX officer and/or Section 504/ADA coordinator. Title IX Officer, Jon Swett, (509) 354-7399 • Section 504 Coordinator, Wendy Bleecker, (509) 354-7248 • ADA Officer, Mark Anderson, (509) 354-7272 • Affirmative Action Officer, Ivan Bush, (509) 354-7344 • 200 N. Bernard Street, Spokane, WA 99201-0201.

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.



Spokane Public Schools
excellence for everyone

Student Services
200 N. Bernard St.
Spokane, WA 99201-0206
(509) 354-7393