



East Valley School District #361
3830 N. Sullivan Rd., Building 1
Spokane Valley, WA 99216
509-924-1830

2022-2023 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 509-924-1830.

Trent
509-924-2622

CCS
509-927-3210

East Farms
509-226-3039

Trentwood
509-927-3215

Otis Orchards
509-924-9823

EVMS
509-924-9383

EVHS
509-927-3200

EV Parent Partnership
509-241-5001

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 with out 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 Business Services, 3830 N. Sullivan, Building 1, Spokane Valley, WA 99216. Phone: 509-924-1830.

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 trancies. Based on RCW 28A.225.030, a petition must be filed with the Juvenile Court if a student has 7-15 unexcused absences within a year. They will be referred to the Community Attendance Review Board (CARB).

HOME/HOSPITAL INSTRUCTION

Home/Hospital instruction is provided to students who are temporarily unable to attend school for an estimated period of four weeks or more because of a physical and/or mental disability or illness. The program does not provide tutoring to students caring for an infant or a relative who is ill. Please refer to Policy 2165 and Procedure 2165P.

School districts determine student eligibility for H/H tutoring based on the requirements found in Washington Administrative Code WAC 392-172A-02100 and guidelines for district administration of the Home/Hospital Instruction Program.

- H/H is limited to services as deemed necessary to provide temporary intervention as a result of physical and/or mental disability or illness.
- H/H services are limited to a maximum of 18 weeks. Weeks of absences may be consecutive or intermittent but may not exceed the 18-week limit.
- If a student will exceed the 18-week limit, consultation with the OSPI health services program supervisor is required for reimbursement prior to providing extra weeks of tutoring to the student.
- Tutoring is not provided during school vacations unless students are enrolled in a district summer school program.

For information about the Home/Hospital Instruction program please call the EVSD Special Programs Department at 509-241-5039 or contact your school counselor, principal, or nurse.

GUIDELINES FOR CHILDREN WITH LIFE-THREATENING

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 schools 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 meetings 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. 2161 and 2162 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 EVSD Special Programs Department at 509-241-5039.

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 509-924-1830.

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, is a federal program designed "To provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps". Title I programs and services provide customized instruction and curricula that help students meet academic standards and take an active, engaged interest in what they learn and can do.

The Learning Assistance Program (LAP) is a state-funded program established by the Washington State Legislature in 1979. The purpose of both programs is to accelerate the achievement of students performing below grade level by providing supplemental academic support.

All elementary reading intervention teachers, funded by either Title I or LAP, meet or exceed the No Child Left Behind Act of 2001 Highly Qualified requirements and participate in additional professional development.

For questions regarding either of these programs, please call the Teaching & Learning Department at 509-241-5012.

SPECIAL EDUCATION—CHILDFIND

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 schedule a screening.

Who to Contact:

- **Preschool children:** If you are aware of a preschooler, from 3 through 5 years old, who has or may have a developmental disability, please call 509-241-5039. For birth through 2 years old, please contact the Infant Toddler Network (ITN) at 509-324-1651.
- **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 assigned 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 at 509-241-5039.

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. 2161 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 program. Requests may be sent in writing to Heather Awbery, Special Programs Director, 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 at registration 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 an English language proficiency screener within the student's first 10 days of attendance.
- Students scoring at the Emerging or Progressing Levels of proficiency are eligible for TBIP services.
- Students who score at the Transitional Level are not eligible for services.
- 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 509-241-5024.

ECEAP—EARLY CHILDHOOD EDUCATION ASSISTANCE

ECEAP 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 Teaching & Learning at 509-241-5045.

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 Karen Cloninger at 509-241-5045 or Highly Capable program teachers, Heather Schultz and Nicole Sweet at 509-927-3228.

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

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.

PUBLIC PARTICIPATION

Applications, policies, procedures, evaluations, plans, and reports related to special education will be made available to parents and other members of the general public through the District's Special Programs Department. For information, call 509-241-5039.

PROHIBITION OF HARASSMENT, INTIMIDATION OR BULLYING

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. Harassment, intimidation or bullying means any intentional electronic, written, verbal or physical act, including but not limited to one shown to be motivated by race, creed, religion, color, national origin, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, 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, when the act physically harms a student or person, or damages their 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. 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 report these incidents verbally or in writing to any staff member, school administrator or compliance officer. Complaint forms are available at each school site, and if not resolved following an investigation, the staff member will forward the complaint to Jane Stencel, 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: Brian Talbott, talbottb@evsd.org; ADA/Civil Rights Compliance Coordinator: Jane Stencel, stencelj@evsd.org; Section 504 Coordinator: Heather Awbery, awberyh@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.

EVSD #361 DISCRIMINATION COMPLAINT PROCEDURE

COMPLAINTS ABOUT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT

What is discrimination?

Discrimination is unfair or unlawful treatment of an individual, or group, because they are part of 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: race, creed, religion, color, national origin, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, 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.

How do I file a complaint about discrimination?

Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. If you feel 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. The complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. For a full copy of the school district's nondiscrimination procedure, visit <http://go.boarddocs.com/wa/evsd361/Board.nsf/goto?open&id=AXVVQ97697CF> or contact the district's Civil Rights Compliance Coordinator, Jane Stencel, stencelj@evsd.org, 509-241-5025.

Informal Process for Resolution

Anyone with an allegation of discrimination may request an informal meeting before filing a formal complaint. You may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Heather Awbery, awberyh@evsd.org, 509-241-5020, the Title IX Compliance Coordinator, Brian Talbott, talbottb@evsd.org, 509-241-5003, or the Civil Rights Compliance Coordinator, Jane Stencel, stencelj@evsd.org, 509-241-5025 before filing a formal complaint. This is often the fastest way to resolve your concerns. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer.

Formal Process for Resolution

Step 1: Complaint to the School District

Level One: Complaint to District

The complaint must set forth the specific acts, conditions, or circumstances alleged to be in violation. The complaint should be submitted as soon as possible, but no later than one year after the alleged violation according to WAC 392-190-065. Complaints may be submitted in person or by mail:

East Valley School District
ATTN: Civil Rights Compliance Officer
3830 N Sullivan Rd, Bldg. 1
Spokane Valley, WA 99216

Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation.

The superintendent/designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.

The decision of the superintendent/designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent/designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

Any corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

EVSD #361 DISCRIMINATION COMPLAINT PROCEDURE con-

Step 2: Appeal to the Board of Directors

If a complainant disagrees with the superintendent or designee's written decision, the complainant may file a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response. The board will schedule a hearing to commence by the twentieth (20) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant's right to appeal to the Office of the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the Office of the Superintendent of Public Instruction.

Step 3: Complaint to OSPI

If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the Office of the Superintendent of Public Instruction.

A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

SEXUAL HARASSMENT PROHIBITED

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in the school facility, on school transportation or at a class or school training held elsewhere.

Sexual harassment is unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” may include:

- Acts of sexual violence;
- Unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- Unwelcome sexual advances;
- Unwelcome requests for sexual favors;
- Sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

How do I report Sexual Harassment?

Individuals who believe they have been the victim of sexual harassment, or who know of such an incident, may report these incidents verbally or in writing to any staff member, school administrator or the District Title IX Officer, **Brian Talbott, 509-241-5003, talbottb@evsd.org** Formal and informal procedures for reporting, receiving, investigating and resolving complaints or reports of sexual harassment are described in school board procedures 3205.

CITIZEN COMPLAINT AGAINST A SCHOOL DISTRICT OR OTHER SCHOOL SERVICE PROVIDER

Here is an overview of the citizen complaint process described fully in Chapter 392-168 WAC, Special Service Programs—Citizen Complaint Procedure for Certain Categorical Federal Programs. Find this WAC online: <http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>.

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

Follow steps 1 through 5 to complete the citizen complaint process.

Step 1 Use Your Local Process First

If you have followed the citizen complaint process of your school district, ESD or school service provider (subgrantee) **and are unable to reach a satisfactory solution**, use this citizen complaint process through OSPI.

CITIZEN COMPLAINT AGAINST A SCHOOL DISTRICT continued...

Step 2 File a Citizen Complaint Through OSPI

A citizen complaint **must be in writing**, signed by the person filing the complaint, and include:

- **Contact Information of the Person Filing the Complaint.** Your name, address, telephone number and email, if you have one.
- **Optional:** If someone is helping you to file this citizen complaint, include 1) their contact information, and 2) your relationship to them – for example, family member, a relative, friend or advocate.
- **Information About the School District, ESD or School Service Provider You Believe Committed This Violation.** Name and address of the school district, ESD or school service provider (subgrantee) you think violated a federal rule, law or regulation or a state regulation that applies to a federal program.
- **The Facts - What, Who & When.** Include a description of the facts and dates, in general, of when you think the alleged violation happened.
 1. What specific requirement has been violated?
 2. When did this violation occur?
 3. Who you believe is responsible: names of all the people, and the program or organization involved.
- **Optional:** Did you file a written citizen complaint first with the school district, ESD or school service provider? Although not required by Chapter 392-168 WAC, it is helpful if we can review a copy of your citizen complaint and the results, if any.
- **The Resolution You Expect.** A proposed solution, if you think you know or have ideas about how the issue can be resolved.

Step 3 Mail or Fax Your Written Citizen Complaint to OSPI

Office of Superintendent of Public Instruction

Attn: Citizen Complaint-Title I, Part A

P.O. Box 47200

Olympia, WA 98504

Fax: (360) 586-3305

Step 4 OSPI Staff Process Your Complaint

Once federal program staff at OSPI receive your written complaint, here is what follows:

1. OSPI sends a copy of your complaint to the school district, ESD or school service provider (subgrantee).
2. The school district, ESD or school service provider begins a formal investigation led by a designated employee.
3. The designated employee provides the written response of the investigation to OSPI — within 20 calendar days.
4. OSPI staff will send you a copy of the results of the investigation conducted by the school district, ESD or school provider (subgrantee).

Their response must clearly state one of two results:

- Denial of the allegations in your complaint and the reason for denial.
- Proposal of reasonable actions that will correct the violation.

If you need to provide more information about the allegations in the complaint, send that information to OSPI within **5 calendar days** of the date of the response from the school district, ESD or school service provider (subgrantee).

Continued on next page...

CITIZEN COMPLAINT AGAINST A SCHOOL DISTRICT continued...

Step 5 Final Decision by OSPI

OSPI will send you the final decision in writing within **60 calendar days** of the date federal program staff at OSPI received your written complaint — unless exceptional circumstances demand that this investigation take more time.

Here are the steps OSPI staff will follow to reach a final decision:

1. Review all the information gathered related to your complaint. The review could include the results of an independent, on-site investigation.
2. Decide independently whether or not the district, ESD or school service provider (subgrantee) violated a federal rule, law or regulation or a state regulation that applies to a federal program.
3. Provide you with the final decision: Findings of fact, conclusions, and reasonable measures necessary to correct any violation.
4. The district, ESD or school service provider (subgrantee) must take the corrective actions OSPI prescribes within 30 calendar days of the final decision.
5. A citizen complaint is considered resolved when OSPI has issued a final written decision and corrective measures, if necessary, are complete.

Extend or Waive Timelines

If you as the complainant, and the school district, ESD or school service provider (subgrantee) named in your citizen complaint **agree to extend the timelines**, this agreement must be in writing and sent to OSPI **within 10 calendar days** of the date the school district, ESD or school service provider (subgrantee) received notification from OSPI.

Office of Superintendent of Public Instruction

Attn: Citizen Complaint—Title I, Part A

P.O. Box 47200

Olympia, WA 98504

PUBLIC RECORDS REQUESTS

Requests for disclosure of public records should be sent to Sydney Westerman, Administrative Assistant to the Superintendent at East Valley School District, 3830 North Sullivan, Bldg 1, Spokane Valley, WA 99216. Phone: 509-241-5032.

SCHOOL LEVEL PERFORMANCE REPORT

The current District Performance Report is available on the Office of Superintendent of Public Instruction website at washingtonstatereportcard.ospi.k12.wa.us and includes the most current student achievement data.

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.

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:

Karen Cloninger, Assistant Superintendent, at 509-241-5045.

EVSD Title 1 Schools:

Trent
Trentwood
Otis Orchards
East Farms

CHANGE IN IMMUNIZATION RECORDKEEPING

East Valley School District is changing how we manage student immunization records. We are now using the School Module, an online system provided by the Washington State Department of Health.

The School Module allows us to quickly and efficiently check if your child has the vaccines required for school. This will save us time on finding and entering vaccination dates and free up time to work with students.

Most children born and/or vaccinated in Washington already have their information in the system. You can access your child's record at any time by signing up for MyIR at <https://wa.myir.net/register>.

As we move to this system, the school nurse may ask you for more information about your child's vaccination history. If your child is missing vaccines in the system, we may ask for a copy of their immunization record.

If you have any questions, please feel free to contact the school nurses, Laurie Moyer, MSN, RN, NCSN at moyerl@evsd.org or 509-879-6621 or Stephanie Breckon, MSN, RN at breckons@evsd.org or 208-871-5085.

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.

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, prior notification of applications at their students school is given via email at least 48 hours in advance. If you would like to be placed on a list to receive prior notification at a school, please contact Mark Nelson, Director of Maintenance and Grounds, by phone at 509-241-5580 or via email at nelsonma@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.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

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 (2021) 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.