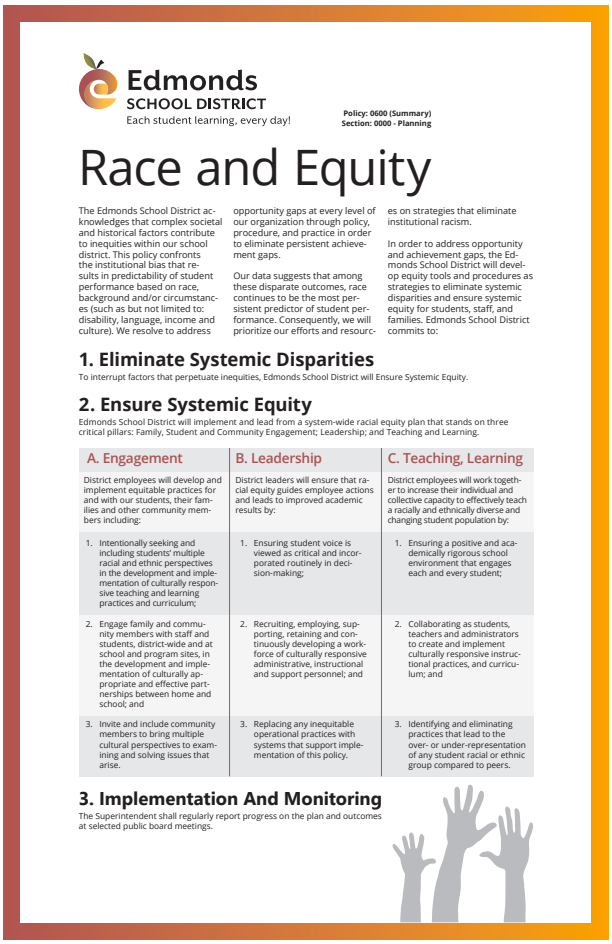
2020-21 Edmonds School District Family Handbook

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Edmonds SCHOOL DISTRICT



Edmonds
SCHOOL DISTRICT
Each student learning, every day!

Policy: 0600 (Summary)
Section: 0000 - Planning

Race and Equity

The Edmonds School District acknowledges that complex societal and historical factors contribute to inequities within our school district. This policy confronts the institutional bias that results in predictability of student performance based on race, background and/or circumstances (such as but not limited to: disability, language, income and culture). We resolve to address opportunity gaps at every level of our organization through policy, procedure, and practice in order to eliminate persistent achievement gaps.

Our data suggests that among these disparate outcomes, race continues to be the most persistent predictor of student performance. Consequently, we will prioritize our efforts and resources on strategies that eliminate institutional racism.

In order to address opportunity and achievement gaps, the Edmonds School District will develop equity tools and procedures as strategies to eliminate systemic disparities and ensure systemic equity for students, staff, and families. Edmonds School District commits to:

1. Eliminate Systemic Disparities

To interrupt factors that perpetuate inequities, Edmonds School District will Ensure Systemic Equity.

2. Ensure Systemic Equity

Edmonds School District will implement and lead from a system-wide racial equity plan that stands on three critical pillars: Family, Student and Community Engagement; Leadership; and Teaching and Learning.

A. Engagement	B. Leadership	C. Teaching, Learning
District employees will develop and implement equitable practices for and with our students, their families and other community members including:	District leaders will ensure that racial equity guides employee actions and leads to improved academic results by:	District employees will work together to increase their individual and collective capacity to effectively teach a racially and ethnically diverse and changing student population by:
1. Intentionally seeking and including students' multiple racial and ethnic perspectives in the development and implementation of culturally responsive teaching and learning practices and curriculum;	1. Ensuring student voice is viewed as critical and incorporated routinely in decision-making;	1. Ensuring a positive and academically rigorous school environment that engages each and every student;
2. Engage family and community members with staff and students, district-wide and at school and program sites, in the development and implementation of culturally appropriate and effective partnerships between home and school; and	2. Recruiting, employing, supporting, retaining and continuously developing a workforce of culturally responsive administrative, instructional and support personnel; and	2. Collaborating as students, teachers and administrators to create and implement culturally responsive instructional practices, and curriculum; and
3. Invite and include community members to bring multiple cultural perspectives to examining and solving issues that arise.	3. Replacing any inequitable operational practices with systems that support implementation of this policy.	3. Identifying and eliminating practices that lead to the over- or under-representation of any student racial or ethnic group compared to peers.

3. Implementation And Monitoring

The Superintendent shall regularly report progress on the plan and outcomes at selected public board meetings.

Race and Equity Policy

Our Race and Equity Policy serves as a foundation for our decisions and highlights our commitment to all students, families and staff. Please read our commitment to the Edmonds School District community: https://bit.ly/ESDRaceandEquity

Language Access

District parents and guardians have the right to participate in their students' education, including communicating with teachers and staff. The district will take reasonable steps to provide families competent oral interpretation and/or written translation of materials or information about any program, service, and activity and to facilitate any interaction with staff significant to a student's education. The district will provide such service when it might be reasonably anticipated as necessary or upon request by families.

District and School Achievement

To view student achievement data and other academic and accountability indicators, please visit the Office of the Superintendent of Public Instruction (OSPI) Report Card website, https://washingtonstatereportcard.ospi.k12.wa.us/. In the search area type in Edmonds School District or the specific school name you would like to review, then click "Go." There is "Washington School Improvement Framework" data within each school's report card. To view our most-recent district and school improvement plans as well as performance reports, visit http://bit.ly/ESDplans.

Family Support Resources

We understand that families continue to need support during the school year. As family situations change, we are here to offer support and direct you to resources. If you have an urgent need, please reach out for support using the contact information below:

Monday-Friday 9 a.m.-3 p.m.
425-431-1454
familysupport@edmonds.wednet.edu

Breakfast and Lunch

Menus include whole grains, low fat proteins, fresh fruits and vegetables with a choice of milk. Specific menus are available on our website: http://bit.ly/ESDmenus

Meal payments

You can use cash, check (payable to ESD) or pay online at https://wa-edmonds.intouchreceipting.com/.

Free and reduced meal prices

Does your student qualify for free or reduced priced meals? Please apply for meal benefits by going to this link: bit.ly/ESDFoodApp. Applications are also available at every school and at each meal site location. Application can be returned to any district building, emailed to morand@edmonds.wednet.edu or mailed to:

Attention Food & Nutrition Services , 20420 68th Ave W , Lynnwood, WA 98036

Meals will be available for pick up during remote learning

Meals will be available in five-day kits, which include five breakfasts and five lunches per student. Families or students who will be picking up the meal kits will need to provide their student's first and last name and/or their student ID number, which will then allow their student account to be charged. Free and reduced price meal benefits will be applied for students who qualify.

For more information, visit the Food and Nutrition Services Department website at http://bit.ly/ESDFoodNutritionServices or call 425-431-7077. This institution is an equal opportunity provider.

Student Wellness Policy

The Edmonds School District recognizes the critical role health plays in student learning and development. The district is committed to learning opportunities that support healthy eating and regular physical activity. Our Student Wellness Policy outlines specific steps for creating a healthier school environment including specific nutrition standards for food sold at school, guidelines for classroom celebrations and how we encourage physical activity. Please review the Student Wellness Policy on the district website: https://www.edmonds.wednet.edu/departments/food___nutrition_services/wellness_policy.

Chromebooks and Internet Access

All Edmonds School District students, PreK thru 12th grade, have the opportunity to check-out and use a Chromebook to support their learning. Many educational resources and other adopted and supported online tools are available to students. All technology and software provided

for educational use are available thanks to voter-approved Capital/Technology levies. Please contact individual schools for distribution information.

All families are encouraged to read through district policies related to internet safety and responsible use of district resources: https://bit.ly/ESDInternetSafety.

The district's Damage/Loss Program has been suspended for the start of the 2020-21 school year. It will be revisited when students return to the classroom.

Student Technology Support

techsupport@edmonds15.org
425-431-1211
Hours: 8 a.m.-7 p.m.

Internet Access Support

There are options available for all students who need support accessing the internet. Families may be eligible for reduced-cost internet access or WiFi hotspot devices. Please visit the Family Support website for details https://bit.ly/ESDTechsupport.

Attendance

The Edmonds School District is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Although school may not look the same this year, we want to remind families that attendance is essential to the academic achievement of each and every student. Students with poor attendance miss critical instruction in key concepts, quickly fall behind in school and are less likely to achieve academic success. Please continue to encourage your students to stay focused and access school resources.

Edmonds School District will follow attendance protocols outlined by the Washington Office of the State Superintendent of Public Instruction (OSPI) regarding full remote, hybrid and full in-person options.

Please note that the information below outlines the current state & district policy. Please visit the District Attendance website for the most up-to-date information:
https://www.edmonds.wednet.edu/families/attendance

Acceptable Excused Absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition, medical appointment;
3. Family emergency, including, but not limited to, a death or illness in the family;

4. Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal and parent, guardian, or emancipated youth mutually agreed upon activity.

Approval of Absences:

We encourage families to stay in constant communication with your students' school. The current school district policy requires notification of absence/tardy within two days of the student returning to school. This can be done by a phone call, note, email, or in-person in the office. If the office does not receive notification within the two day window, the absence will be considered an unexcused absence.

Chronic Absenteeism and Truancy:

Every absence, excused or unexcused, is a learning opportunity lost and can have significant impacts on a student's success in school and life. A student who misses 10 percent or more of their school days, which can mean just two days a month, for any reason, is considered chronically absent. A student is considered truant if they miss five or more unexcused days in a month or 10 or more unexcused days in a year. Five or more unexcused days may lead to a conference with the school.

Student Health Services

Student Health Services staff can help all students with preventive care, such as vision screening, case management planning for health concerns, as well as acute and emergency care. Qualified, professional nurses provide this care to the Edmonds School District.

For students with chronic health conditions, school nurses and other health care providers play a larger role in the daily management of their conditions. Student Health Services staff are responsible for coordinating care by communicating with the student's family, school staff and health care providers.

The nurses at the Edmonds School District encourage all students to have a primary health provider, as this is the key to wellness. Wellness care with a consistent health care provider gives students a better chance of staying healthy. A primary health provider provides:

- Regular screening exams

- Information on developmental milestones – movement skills, speech and language skills, social skills, emotional, and self-care skills
- Immunization information and vaccine administration
- Health and safety tips

Contact your building nurse if you need assistance accessing health care resources and services.

When your student is sick

We care about protecting students and their families from illness. Please keep an ill student home so we do not place other students at risk of contracting the illness. Some symptoms to keep a child at home include the following:

- Body temperature over 100 degrees Fahrenheit
- Persistent nasal drainage and/or chronic cough
- Sore throat with swollen glands
- Diarrhea
- Nausea
- Vomiting
- Muscle or body aches
- Rash with fever and itching
- Active scabies
- Pink eye
- Chickenpox

If your student becomes ill at school with any of the above symptoms or any other symptoms that could indicate a communicable illness, you will be notified immediately by the school to pick up your student.

In addition, if your student has been diagnosed with a contagious illness, please notify the school. Exposure to contagious illness can affect students with fragile immune systems or certain medical conditions. All health information will be treated with confidentiality.

Emergency medications and students with Life-Threatening Conditions

For the health and safety of students with Life-Threatening Conditions (LTC), our school district considers compliance with Washington state's Life-Threatening Conditions Law (RCW 28A.210.320) to be of the highest priority.

Examples of possible LTC include severe allergies (anaphylaxis) to food, insect stings, or contact with certain substances; diabetes; seizures disorders; certain cardiac conditions; and many more. If you are unsure if your student has an LTC, consult with your student's school nurse.

A student with an LTC must have the following on-site before they can start school:

1. A health plan developed for the school environment addressing the Life-Threatening Condition (this plan is written by the school nurse in collaboration with the student's parent/guardian and health care provider);
2. Emergency medications and/or equipment orders by a licensed health care provider with prescriptive authority, with written instruction – if needed;
3. Actual medication and/or equipment – if needed.

Medications

Medication should be given before or after school under the supervision of a parent/guardian. If necessary, medications can be administered in school on a daily, temporary, or on an as-needed basis under the supervision of a Certificated School Nurse.

Prescription and over-the-counter medications will require written authorization from a parent/guardian with a written request by a licensed health care provider with prescriptive authority. If the medication is to be administered for more than fifteen consecutive days the written request from the licensed health care provider must be accompanied by written instructions. The medical order is valid for the current school year only.

Medications must be brought to school by the parent/guardian and stored in the Health Room. Prescription and over-the-counter medication must be properly labeled and be contained in its original container. The school will only accept a 20 day supply of medication at one time.

Student self-administration/self-carry of medication

If a health professional and a student's parent/guardian request that a student be permitted to self-carry their own medication and/or be permitted to self-administer the medication, our district provides this practice-based on the consult with your student's school nurse and building administrator on the following:

1. Student circumstances such as the type of medication, age and developmental level, grade, and general safety concerns; all elements are taken into consideration for the appropriateness of this activity;
2. Controlled substances are not allowed under this provision;
3. If the student has been approved to self-administer/self-carry, the student is required to have on their person only one daily dose (with the exception of multi-dose devices such as inhalers) needed during school hours, and any additional school-sponsored events.

Asthma inhalers and emergency medications

For the use of asthma inhalers and emergency medications at school, a note from a parent/guardian is not sufficient. The following elements need to be in place at school for a student to self-carry and self-administer asthma inhalers or emergency medications:

1. A medication written request from the student's healthcare provider must be on file with the school;
2. The parent/guardian written authorization and completed documentation required by the school;
3. The student has to demonstrate to the healthcare provider and a registered nurse at the school the ability to use the inhaler safely and/or emergency medications as prescribed.

Field trips/school-sponsored events

Under Washington state law, certain medications can be administered by unlicensed school staff following training and delegation by a school nurse during field trips and other school-sponsored events.

For students traveling out of state or out of the country, other arrangements will need to be made as the school nurse is only able to delegate within Washington state. Due to the out of state/out of country restrictions, if it is anticipated that your student may be participating in a field trip of that description, please consult with your school nurse early in the school year to discuss accommodations.

It is important that if your student is participating in a field trip or a school-sponsored activity and requires medication not typically provided during normal school hours to coordinate with your student's teacher and school nurse four weeks prior to the event for planning.

Immunizations and vaccines

The School Board requires that students present evidence of their immunization status against preventable diseases as required by the Washington State Department of Health for school entry. Students may begin school only if they received all of the required immunizations they are due to receive and submitted a medically verified record on or before the first day of attendance. If additional immunization doses are needed after initiating all immunizations, students may start school in conditional status and remain until the next dose becomes due. The Department of Health recognizes proof of immunization status with a Certificate of Immunization. Any and all exemptions must be processed and reported on a Certificate of Exemption (COE) as provided by the Washington Department of Health. The district has access to the Washington State Immunization Information System (IIS) School Module to view and enter student immunization records. There are legal considerations when accessing the WAIIS as it is considered a medical record and both Health Insurance Portability and Accountability Act

(HIPAA) and the Family Education Rights and Privacy Act (FERPA) are applied to school immunization management in the IIS. The HIPAA Privacy Rule recognizes the need for public health authorities and others responsible for ensuring public health and safety to have access to protected health information to carry out their public health mission(Section 164.512(b)). The Family Educational Rights and Privacy Act (FERPA) guides the school's authority to disclose information. According to the act, a school nurse or assignee should have written parent/guardian consent to add immunization information to a student's record in the Washington State Immunization Information System.

Student Alcohol and Drug Use Policy

The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district is committed to the development of a program that emphasizes prevention, intervention, aftercare support, and necessary corrective actions.

The district also recognizes the effects to the school, home, and community resulting from drug, alcohol and substance use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with families and community resources to develop and implement a comprehensive alcohol and drug prevention and intervention program.

Part of our responsibility is to inform you each year of the district's policy on student use of drugs/substances/alcohol. This policy is as follows:

Any student who is under the influence of or possesses, sells, offers for sale, or distributes alcohol or controlled substances or drug paraphernalia will be considered under the disciplinary category of exceptional misconduct, which warrants an immediate resort to a short-term or long-term suspension from school or expulsion from school.

Naloxone/NARCAN

For the purpose of assisting a person at risk of experiencing an opioid-related overdose, schools will maintain nasal spray opioid overdose reversal medication and dispensed in accordance with RCW 69.41.095. School employees such as a school nurse or a designated trained school employee may administer the school-owned opioid overdose reversal nasal spray medication to respond to symptoms of an opioid-related overdose. Opioid reversal medication may be used on school property, including buildings, school grounds, and school buses.

Pandemic

During a pandemic, Edmonds School District will follow guidelines provided by the Centers for Disease Control and Prevention, Washington State Department of Health, and Snohomish Health District. In an event of a pandemic the district, in order to safeguard the school community, will follow the recommendations and requirements provided by the Snohomish Health District and Washington State Department of Health. Requirements include:

1. Notifying Snohomish Health District of a reportable communicable disease and follow up on the Health Officer's directives,
2. Reporting conditions and absenteeism above 10 percent based on Snohomish Health District's recommendations.
3. Following the joint document guidelines by the Washington State Department of Health's and the Office of Superintendent of Public Instruction's "Infection Disease Control Guide for School Staff".

Different forms of communication will be used to keep staff and the school community informed of announcements associated with Edmonds School District's response to the pandemic. Please ensure that your school has access to your family's current contact information to notify you in the event of an emergency.

Communications

Skyward Family Access

Skyward Family Access in our student information system contains important information like grades, attendance and other important information for each family and student.
Please visit the Skyward account access website for details: https://bit.ly/ESDSkywardaccounts

Skylert

Through Skylert, you control how the district and schools contact you for emergencies, attendance calls, food & nutrition services, District eNews and other communications. We'll use the phone numbers, email addresses and text-capable numbers we have on file to contact you. Please use Skyward Family Access' Skylert to change/update your contact information. Skylert is accessed via Skyward Family Access. Please visit the Skylert website for details:
http://bit.ly/SkylertESD

Text Messaging

In addition, to emails and voicemail messages, the district and school may communicate through text messaging in two ways. Both require opt-in participation:

- **Direct SMS** – Families are encouraged to opt-in to direct SMS messaging for districtwide and

schoolwide communications. Contact information must be entered into Skyward in order to participate in text messaging. For opt-in information, please visit the text messaging website: http://bit.ly/ESDtext

- **Remind** – New this 2020-21 school year, we offer the opportunity for families to participate in classroom and small-group communications. For the latest information, please visit the Remind website: https://bit.ly/ESDRemind

District Mobile App

Edmonds School District's mobile app is free and available for Android, iPhone and iPad. Download it by searching 'Edmonds K12' in the Apple App Store or Google Play Store. The mobile app connects with all the latest school and district applications, including Skyward, lunch menus, Canvas, online payment, SafeSchools Alert, Naviance, and district social media accounts.

Emergency Information *(when we resume to in-person or hybrid model)*

How do I know if school is closed or operating on an abnormal schedule?

FAMILIES, STAFF AND STUDENTS – IT IS IMPORTANT TO NOTE:
If the Edmonds School District does **NOT** send out a specific message regarding school hours, then o*ur schools are operating on a normal schedule*.

On the day of a possible schedule change, every effort will be made to inform our community no later than 6 a.m. from the following sources:

- **LISTEN OR WATCH** area radio and TV stations;
- LOG ON to
  - www.flashalert.net
  - www.edmonds.wednet.edu
- VOICEMAIL
  - District switchboard: 425-431-7000 (from approximately 5:15 a.m. to 7:30 a.m.)
  - Schools: your child's school may provide updates on its voicemail system. Call the school's main number for more information.

When schools are closed:

- All schools and programs are closed for one day.
- All after-school activities and all evening events at district buildings (including non-district events) are canceled.
- School days lost for weather closures must be made up. See the May and June calendar pages for the designated make-up days.

When schools start two hours late:

- Classes begin two hours after a school's regular start time.
- Buses arrive for student pick up two hours after the regular pick up time.
- No A.M. Move 60! Programs.
- No A.M. special education preschool.
- No A.M. Preschool co-op, Family PreK & ECEAP.
- All student activities (after-school athletics and academic clubs) take place as scheduled unless otherwise notified.
- Students will be dismissed at the regular dismissal time unless otherwise announced.
- No out-of-district transportation.
- No A.M. Intradistrict CTE or Sno-Isle programs.
- P.M. Intradistrict CTE and Sno-Isle programs will be in session as usual.
- Breakfast and lunch services will still be available once school starts on that day.

Emergency Preparedness

Parent-student reunification

In the event of a school lockdown or evacuation for an actual emergency, the district will provide notification of a family reunification site. Please wait for that notification and do not respond to the school unless instructed to do so. Students will only be released to parents authorized in Skyward Family Access to pick up their child. Please ensure that you have ID during an emergency and have updated your Skyward Family Access information with proper contact information for you and any friend(s) or family member(s) who may be responsible for picking up your student.

Lockdown procedure for violent intruders

The district adopted new federal guidelines for violent intruder/active shooter response. Our schools drill to the run, hide, fight standards through the A.L.I.C.E. protocol.

A.L.I.C.E. stands for: Alert, Lockdown, Inform, Counter, Evacuate. The basis of this response plan is to provide staff and students more options. The five steps of A.L.I.C.E. are not linear. They can be used by staff and students in any order, as a situation develops. The number one goal of A.L.I.C.E. is to keep students and staff safe and away from harm.

Past tragedies have demonstrated that simply having students lockdown and attempt to hide is not always the most appropriate response.

For more information on the Edmonds School District's emergency preparedness plans, please visit: http://bit.ly/ESDsafety.



See something, say something

The Edmonds School District is constantly evaluating and adjusting safety protocols and procedures to ensure our schools remain safe and comfortable learning environments. However, policies and equipment can only do so much. To achieve truly safe schools takes the entire campus community. Bullying, harassment, intimidation, threats, bringing weapons and drugs to school all have significant impacts on student success and the ability to maintain a safe school environment. One of the essential keys to maintaining a safe environment is, "see something, say something." **If you see or hear something inappropriate, dangerous, or something that makes you feel unsafe, report the incident to a teacher, counselor, administrator or report an anonymous Safe Schools Alert at 425-551-7393.** The actions you take will not only keep our schools safer, it may save the lives of the people you care about.

Harassment, Intimidation, and Bullying (HIB) Policy

The Edmonds School District Board of Directors is committed to a safe and civil educational environment for all students free from harassment, intimidation or bullying (HIB). Harassment, intimidation or bullying is defined as any intentional written message or image – including those that are electronically transmitted – verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act: A. Physically harms a student or damages the student's property; B. Has the effect of substantially interfering with a student's education; C. Creates an intimidating or threatening educational environment; or D. Has the effect of substantially disrupting the orderly operation of the school.

Policy 3207 and its Procedure 3207P can be found at www.edmonds.wednet.edu. The incident reporting form is located under Frequently Requested Forms on the District website as well.

Transportation

During the fully remote learning model, Continuous Remote Learning 2.0, there will be no school

bus transportation available for students.

We have a new transportation routing system. Student bus route information will be available in a new Parent Portal App and in Skyward Family Access. Please visit the Transportation website for details: https://bit.ly/ESDTransportation.

Facilities Operations

Pesticide application practices

Our district has established Integrated Pest Management (IPM) to help provide a safe and healthy learning, working and playing environment for students, staff, families and users of our properties.

Asbestos Management Plan

The district developed an Asbestos Management Plan for each school, as required by the Asbestos Hazard Emergency Response Act of 1986.

Water quality testing

The district tests water quality every year in every district building from approximately 300 drinking fountains and water sources used for cooking.

Detailed information about pest management, asbestos and water quality can be found on the Maintenance Department website: https://bit.ly/ESDMaintenance

Community Use of District Facilities

District-owned buildings and facilities are public property to be used in the best interest of the entire community. District and school uses of district-owned buildings and facilities have priority over any other uses, but community groups are encouraged to make use of district facilities.

Due to COVID-19, district facilities may not be available. At any time, building and field rental use may be canceled with short notice.

Please contact the Community Use Office online for more information http://bit.ly/ESDFacilityUse. You can also email lanel@edmonds.wednet.edu, or call 425-431-3844.

Special Education Services

Special Education Services are provided to all qualified students ages birth to 21. To inquire about services for students currently enrolled in the district, contact the school psychologist at your local school. For students not currently enrolled, please call the Psychology and Counseling

Services Office at 425-431-7208. District policies, procedures, and any required reports relating to Special Education are available to the public, upon request, through the district's Special Education Office and on the district website at https://www.edmonds.wednet.edu/departments/special_education.

Complaints Related to Federal Programs

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.

To file a complaint against a school district, education service district (ESD) or other service provider (subgrantee), please visit the Office of the Superintendent of Public Instruction Citizen Complaints website, www.k12.wa.us/TitleI/CitizenComplaint.aspx, for an outline of the 5-step process.

Annual Notification of Rights Under FERPA

Parents/guardians ("Parents") and eligible students have a right to inspect and review "education records" and other rights under the Family Education Rights and Privacy Act (FERPA).

"Education records" means any record (in handwriting, print, tapes, film, computer or other medium) maintained by the Edmonds School District or an agent of the district that contains personally identifiable information directly related to a student, except personal working notes kept by a staff member.

Parents of dependent children have the right to inspect education records regarding their children except for certain health care records. An eligible student (age 18 and older) may inspect his/her education records. If a record contains information on more than one student, access will be provided only to that portion of the record or document which relates to that student. The review will occur promptly after a request is received unless a written explanation for the failure to do so is supplied by the records official. In no case will access occur more than 45 days after the request is made.

Inspection and review will be conducted during normal working hours, unless the records official consents to other arrangements. Records officials will provide reasonable assistance in the interpretation and analysis of student records as requested. Although records must remain within district control, they may be copied or reproduced for the parent or eligible student at their own expense. Upon graduation from high school, a student may request to receive a final transcript in addition to his/her diploma.

At the time of inspection and review, the parent or eligible student granted access to records may challenge the appropriateness and accuracy of any record directly related to the student

and may request correction or deletion. Records officials may honor such requests by correcting or deleting records which are inaccurate, misleading, or otherwise in violation of privacy, provided that the superintendent or designee concurs.

Parents have 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.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school 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 the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

For more information, read School Board Procedure 3231P – Procedure Student Records on the district website.

Directory Information: Opting Out

The Edmonds School District defines directory information as a student's name, photograph, school, grade, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and the most recent previous school attended.

The Edmonds School District will routinely release directory information for the purpose of

providing education, scholarship, vocational/occupational and/or military information, or to the news media and law enforcement. This information shall not be released for commercial purposes.

You have the right to withhold directory information. The "Do Not Release Directory Information" form may be completed by a parent, guardian or an eligible student over 18 years of age and returned to a school office. The form is available online at http://bit.ly/ESDrequestedforms.

Student Internet Use and Electronic Communication

The Edmonds School District provides all students with access to networked services as well as to the internet and some forms of electronic communication. Having access allows students to use online curriculum and resources purchased by the district to support student learning, to access district systems such as their school library catalog, as well as access to free educational internet sites. It is assumed that parents grant their child the right to access the network and have a desire to have their child use network resources, which include the internet as an educational resource unless their school has a signed Internet and Electronic Communication Exclusion form on file.

Complaints Concerning Staff or Programs

The Edmonds School District Board of Directors welcomes constructive feedback about district programs and other district responsibilities, but the Board has the legal and ethical responsibility to protect its staff and students from criticism and/or disruption of school programs. The board will not entertain complaints regarding any individual staff member or student in a public session of board meetings unless that individual has requested a public hearing. The district welcomes any questions, comments or concerns that are presented in a professional manner. The district encourages those who have a concern to follow district protocol for processing concerns: Step 1: Discuss the issue with the teacher or guidance counselor at school, or the appropriate person in a department or program. If not resolved, Step 2: Discuss the issue with the principal or supervisor. If it is a school-wide concern, this becomes Step 1. If not resolved, Step 3: Contact the appropriate assistant superintendent's or executive director's office. If not resolved, Step 4: Contact the Superintendent's Office. The superintendent will develop procedures to handle complaints concerning staff or programs. School Board Policy 4220 can be found at www.edmonds.wednet.edu.

Process to Address Your Concerns

Despite our best efforts, there will be a time when something in the Edmonds School District doesn't work for you – a time when you question why something was done, or not done. When you find yourself in this situation, we ask that you work together with us by following the steps below as established by our School Board.

Step 1: Discuss the issue with the teacher or a guidance counselor at school, or the appropriate person in a department or program.
Step 2: Discuss the issue with the principal. If it is a school wide concern, this becomes Step 1.
Step 3: Contact the Assistant Superintendent's Office.
Step 4: Contact the Superintendent's Office.

If you are unable to resolve the concern during any of the above steps, please request the person at that level to assist you in moving the process to the next step. Board members may ask the superintendent to discuss citizen concerns with the appropriate staff person. (Summary of District Policy 9012, Citizen Communication Regarding Staff and 9012-R1 Procedures for Citizen Communication Regarding Staff.)

Complaint Procedure

If you believe your student is being discriminated against, report your concerns to your student's teacher or principal immediately. This will allow the school to respond to the situation as soon as possible. If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district.

You can file a formal complaint by writing a letter to the superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed. The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the superintendent's decision. Corrective measures must occur no later than 30 calendar days of the superintendent's letter. If you don't agree with the superintendent's decision or no one responds to your letter, you can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the secretary of your school board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after receiving your appeal letter. You may also all agree on a different date. At the hearing you will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal. The board will send you a copy of their decision within 10 calendar days after

the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction (OSPI) if you disagree. If you don't agree with the school board's decision, you can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do. Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to: OSPI Administrative Resource Services, P.O. Box 47200, Olympia, WA 98504-7200, Phone (360) 725-6133. OSPI will schedule a hearing with an administrative law judge through the Office of Administrative Hearings (OAH). At the hearing, you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

Nondiscrimination Statement

Edmonds School District does not discriminate in any program 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: Debby Carter, Executive Director of Human Resources, 20420 68th Avenue W., Lynnwood, WA 98036, 425-431-7020, carterd@edmonds.wednet.edu
- Section 504 Coordinator: Dana Geaslen, Assistant Superintendent of Education Services, 20420 68th Avenue W., Lynnwood, WA 98036, 425-431-7047, geaslend338@edmonds.wednet.edu
- Civil Rights Compliance and ADA Coordinator: Debby Carter, Executive Director of Human Resources, 20420 68th Avenue W., Lynnwood, WA 98036, 425-431-7023, carterd@edmonds.wednet.edu