Message from the Superintendent

Dear Edmonds School District Students, Families, Staff & Community;

I am honored and extremely excited to become your next superintendent!

This is an amazing School District and it feels like coming home. I grew up in Everett and then chose Edmonds Community College as the first stop in my higher education journey. While attending Western Washington University to obtain my teaching certification, I had the opportunity to recommend where I wanted to do my student teaching — of course I said the Edmonds School District!

It has been impressive to watch the District grow and lead exciting initiatives over the years. When the opportunity to apply for the Superintendent position came about, I jumped at the chance. This will be my 14th year as a School District Superintendent. Thank you for believing in me and entrusting our team with our community's most precious resource — our children!

I look forward to meeting as many of our School District family and community members as quickly as possible. I am listening, learning, and am excited to help build on the great work already underway as well as forge new paths for the future together. Please let me know of any suggestions you may have — I am here to serve.

Wishing you all the best,

— Kris

Dr. Kristine McDuffy, Superintendent

Edmonds School District Board of Directors

Comprising five Director Districts, the Board of Directors conducts the business of the Edmonds School District. The board meets alternate Tuesdays at 6:30 p.m. in the Board Room at the Educational Services Center, 20420 68th Ave. W., Lynnwood. Study sessions, at which the board does not vote on matters, are held as needed on alternate Tuesdays at 6 p.m.



Carin Chase
Director District1
Legislative Representative



Ann McMurray
Director District 2
Vice President



Gary Noble
Director District 3
Board Member



Susan Phillips
Director District 4
President



Diana White
Director District 5
Board Member



Dr. Kristine McDuffy
Superintendent and Board Secretary



Paper Plate Flowers,
Endrick Sorenson, Age 7,
Hazelwood Elementary

Foundation for
Edmonds School District

Thank you to the Foundation for Edmonds School District for providing a grant to fund this calendar in full color!

2016-17 PARENT HANDBOOK

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 schoolwide concern, this becomes Step 1.

Step 3: Contact the office of the Assistant Superintendent.

Step 4: Contact the office of the Superintendent.

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.)

Nondiscrimination Statement

The Edmonds School District prohibits discrimination based on age, sex, race, color, religion, creed, national origin, genetic information, sexual orientation including gender expression or identity, marital status, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or use of a trained dog guide or service animal by a person with a disability, or any other basis prohibited by law or Edmonds School District policy, except as may be necessary to meet a bona fide occupational qualification, and provides equal access to the Boy Scouts and other designated youth groups. The Edmonds School District is an equal opportunity employer and has implemented programs to address the diversity of its workforce. This holds true for all District employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Chapter 28A.640 RCW officer — Debby Carter; Section 504 compliance coordinator — Jean Mirabal; or ADA coordinator —Debby Carter, at 20420 68th Ave. W., Lynnwood, WA 98036-7400 (425) 431-7000.

Welcome to School Meals

Breakfast and lunch are served every day at each school. Menus are available at the schools each month and are posted at **www.edmonds.wednet.edu**. Meals can be paid for in advance by cash or check (made payable to Edmonds School District) or at the time of service. Meals can also be paid for online. Meal account balances can be monitored through Skyward Family Access. Free and reduced-cost meals are available for students whose families meet federal eligibility requirements. For more information, visit the Food Service Department website at **www.edmonds.wednet.edu/schoolmeals** or call Food Services at 425–431–7077. The Edmonds School District is an equal opportunity provider.

Student Wellness

There are important changes occurring around the topic of our students' wellness. The word "wellness" captures a broad range of areas that we want to share with you. Some of these areas are federally mandated and it is important we all abide by the required changes, effective since July 1, 2014. Others are the result of an 18-month study by a group that took very seriously its charge to determine what is best for our students during the school day. We strongly recommend you review the full policy (8600) and procedures (8600 R1). Thank you for joining us in this important — and necessary — action.

Student Health

Whether your student is entering school as a kindergartner or looking forward to graduation in June, abiding by good health practices by all students will help keep us all healthier during the school year. It is very important that if your child is ill, that you keep him/her home, or make appropriate child care arrangements.

- Bringing an ill child to school puts other children and staff at risk of getting sick.
- If all parents keep their sick children at home, we will have a stronger, healthier and happier school community.
- A document specifying when students should remain home is on the website (link below): "When Students Are Too Sick for School."

Please refer to the District website, **www.edmonds.wednet.edu/health**, for more complete information on how to address student health, illness and other health issues.



Rainbow Flower, Savannah Crane, Age 12, Chase Lake Elementary

Emergency Medications and Students with Life Threatening Conditions

1. 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.
2. Examples of possible Life Threatening Conditions include: Severe Allergies (anaphylaxis) to food, insect stings or contact with certain substances, Diabetes, Seizures, certain cardiac conditions, and many more. If you are unsure if your student has a Life Threatening Condition, consult with your student's School Nurse.
3. A student with a LTC must have the following *on site* before they can start school:
   a. A health plan 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).
   b. If needed, medication and/or equipment orders.
   c. If needed, medication and/or equipment.
4. Compliance with number three will need to be in place by a designated date in August, typically the Tuesday two weeks before the first day or school in order to guarantee student ability to attend on the first day of school. If parent/guardian delivers required items after that date, every attempt will be made to allow the student to attend but it cannot be guaranteed.

Asthma Inhalers

There are state laws governing asthma inhaler use in schools. A note from a parent or guardian is *not sufficient*. The following elements need to be in place at the school for a student to self-administer asthma inhalers or emergency medications:

1. A medication authorization from the student's healthcare provider;
2. The parent/guardian needs to complete and submit the 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.

Student Self-Administration/Self-Carry of Medication:

1. *Student self-carry/self-administration*: Our district provides this practice based on the following:
   a. Student individual circumstances, type of medication, developmental level, grade, and general safety concerns; all elements are taken into consideration for the appropriateness of this activity.
   b. In general, this provision is more appropriate at the secondary level than the elementary level; please consult with your student's School Nurse.
   c. Controlled substances are not allowed under this provision.
2. *Secondary Students and Field trips*:
   a. Medication administered in Washington State can be administered by school staff following training by School Nurses. ***This is NOT allowed for students who travel on field trips out of state or out of the country***.
   b. 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.

Human Papillomavirus (HPV)

Cervical Cancer rates in Washington State can be reduced by protecting male and female students from HPV, the Human Papillomavirus. HPV is a very common virus that is spread through genital contact. Some types can cause cervical cancer or genital warts. Both women and men can get HPV and easily spread it to others without knowing they have it. The HPV

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vaccine is a "cancer prevention" vaccine that is important for the long-term health of everyone. For more information on HPV, the vaccine, vaccination locations and cervical cancer, visit Centers for Disease Control & Prevention **www.cdc.gov/hpv** or Washington State Department of Health **www.doh.wa.gov/immunization**.

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. We use an IPM approach to control unwanted vegetation, plant disease and pest populations. We use pest and vegetation management methods that minimize the risks to human health, wildlife and the environment while remaining economically feasible for the School District. These methods include pro-active building and landscape design, sanitation, exclusion, education, use of cultural, mechanical, biological controls and the use of pesticides. The following is a list of most often used pesticides.

Bromadiolone	Rodent Bait
Casaron	Pre-Emergent Herbicide
Crossbow	Herbicide
Glysophate (Roundup)	Herbicide
Moss Out	Herbicide
Pendulum Aquacap	Pre-Emergent Herbicide
Stomp	Insecticide
Terro	Ant Bait

The Notification Process

Forty-eight hours advance notification of a scheduled pesticide application at any site will be made in writing and posted in a prominent location on the property. The notice will be on an 8½ x 11-inch placard and will provide:

- Name of the pesticide being used
- Intended date and time of application
- Location to which the pesticide is to be applied
- Pest being controlled
- Name and phone number of the District contact person

Interested parents, guardians or staff may make a written request to be provided a 48-hour advance notification prior to a pesticide application. Information on the process is available at your student's school. Parents, guardians or staff who have made a written request for notification will be contacted by email, phone, postal mail, or receive it through "kid mail."



Dew Dreams, Briana Dunning, Age 16, Meadowdale High

Notices of Application

Notice of pesticide applications will also be posted at the school at time of treatment. For landscape application a 4-by-5 inch placard will be posted at the application location and at major access points to the site. For interior, structural and exterior pest applications, notice will be placed at site of treatment and at access points to the area/rooms(s) on an 8½ x 11-inch placard. Notices will state: type of pesticide used, date and time of application, location where the pesticide will be applied, pest to be controlled, and name and phone number of the District contact person. Notices will remain in place for at least 24 hours from the time the application is completed.

In the event the pesticide label requires a restricted entry interval greater than 24 hours, the notification placard will remain in place consistent with the restricted entry interval time, as required by the pesticide label. The School District is not liable for the removal of notices by unauthorized persons. The District will not be held liable for personal property damage or bodily injury resulting from the unauthorized removal of notices.

Emergency Application Situations

Pre-notification is not required when an emergency school facility application is made to control wasp/hornets, a pest that can cause injury, or a pest presenting an immediate health risk. However, notification consistent with a normal application will occur as soon as possible after an emergency application is conducted. Pre-notification is also not required if the application is made when the school is not occupied by students for at least 48 hours after application. Applications of antimicrobial pesticides or the placement of insect or rodent baits do not require notification or placards if they are not accessible to children. Pesticides may be applied by District staff or commercial applicators. If required, pesticides may be applied anywhere on District property.

For more information on pest management within the Edmonds School District, to obtain our annual summary of pesticide use or obtain application records, please contact the Maintenance Manager, at 425-431-7244.

Asbestos Management Plan

The District has developed an Asbestos Management Plan for each school, as required by the Asbestos Hazard Emergency Response Act of 1986. The act requires schools to be inspected to identify any asbestos-containing building materials; any such suspected materials must be located, samples taken (or assumed) and rated, according to condition and potential hazard. Every three years the District conducts a re-inspection to determine whether the condition of the known or assumed asbestos-containing materials (ACMB) has changed, and to make recommendations on managing or removing the materials. A walk-through inspection is also made every six months.

The following buildings contain no known asbestos-containing materials, therefore no operations and maintenance programs or future inspections are required: Edmonds-Woodway, Lynnwood, Meadowdale and Mountlake Terrace high schools; Cedar Valley, Chase Lake, Maplewood, Martha Lake, Meadowdale, Seaview and Terrace Park elementary schools. It is the intention of the District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and staff a healthy and safe environment in which to learn and work.

Interested persons are welcome to review a copy of the Asbestos Management Plan, located in each school and at the District's Maintenance Office; 20601 52nd Ave W, Lynnwood. All inquiries regarding the plan and/or asbestos-related issues should be directed to the District Asbestos Program Coordinator at 425-431-7244.

Water Quality Testing

The Edmonds School District tests water quality every year in every district building for Cadmium, Copper, Iron, Lead and Zinc. Water testing is done in July or August every year because that water sits within the system which would magnify any

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issues with quality. In the 10 years of this practice, there have been no concerns identified. Questions regarding water quality may be directed to the Maintenance Manager, at 425-431-7244.

District & School Achievement Information

Each student is engaged in meaningful and relevant learning, every day. To view Student Achievement Data, Teacher Quality Data and other academic indicators, please visit the Office of the Superintendent of Public Instruction (OSPI) Report Card website, **http://reportcard.ospi.k12.wa.us**. In the Summary drop down box, select Edmonds School District, click on the Go button, then select your chosen school and click on the Go button again to see the results.

Washington State reports on National Assessment of Education Progress (NAEP) can be found online at **http://www.k12.wa.us/assessment/NAEP/reports.aspx**.



Katya's Ribbon, Ekaterina "Katya" Warren, Age 14, College Place Middle

Transportation/Bus Schedules

Bus schedules by school are available online at **www.edmonds.wednet.edu/Transportation**.

EMERGENCY INFORMATION

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

PARENTS, STAFF AND STUDENTS — IT IS IMPORTANT TO NOTE:

If no message is given for Edmonds School District then *our schools are operating on a normal schedule.*

On the day of a possible schedule change every effort will be made for the information to be available no later than 6:00 a.m. from the following sources:

▶ **LISTEN OR WATCH area radio and TV stations**

▶ **LOG ON**
- **www.flashalert.net**
- **www.edmonds.wednet.edu**

▶ **VOICEMAIL**
- **District Switchboard:** 425-431-7000 (from approx. 5:15 a.m. to 7:30 a.m.)
- **Schools:** Your child's school may provide updates on its voicemail system.

Schools Closed
- All schools and programs are closed for one day.
- All after-school activities, evening events, and athletic practices are canceled.
- School days lost for weather closures must be made up. See the June calendar page for the designated make-up days.

Two Hours Late
- Classes begin two hours after a school's regular start time.
- No CTE intradistrict transportation.
- No A.M. special education preschool.
- No A.M. preschool co-op or developmental kindergarten transportation.
- All student activities (after-school athletics and academic yclubs) take place as scheduled unless otherwise notified.
- Students will be dismissed at the regular dismissal time unless otherwise announced.

Two Hours Late, Limited Bus Transportation
- Same as above under "Two Hours Late"
- Students will ONLY be picked up and returned to the stops listed on the Limited Bus Transportation Routes.

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. All students participate in internet safety lessons yearly. If you do not want your student to have access to the internet and the District supported online resources while at school, please discuss your concerns with your principal.

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 the 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 which 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 the home and community to develop and implement a comprehensive 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 or expulsion.

Community Use of District Facilities

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

Beyond a school's regular hours, school facilities are open for rental by school-groups and community organizations.

▶ **Community Use Hours:**

- School buildings available September through June
  - — Monday through Friday 6 p.m. – 9 p.m.
  - — Saturday 9 a.m. – 9 p.m.
  - — Sunday 9 a.m. – 9 p.m.
  - — not available on non-student days and holidays
- School fields available year-round
  - — Monday through Friday 6 p.m. – 9 p.m.
  - — Saturday 9 a.m. – 9 p.m.
  - — Sunday 9 a.m. – 9 p.m.

▶ The Educational Services Center is open for rental payment and questions from 7:30 a.m. to 4:30 p.m., Monday through Friday, with modified summer hours.

▶ For detailed information about facility rental, including insurance requirements, fee schedules, permits, and possible exemptions to community use hours, please contact the Community Use Office:

- Online — **www.edmonds.wednet.edu/Community Use**
- Via email — **lanel@edmonds.wednet.edu**
- By phone — 425-431-3844

Harassment, Intimidation, and Bullying (HIB) Policy

The Edmonds School District is committed to establishing a safe and civil educational environment for all students. That environment is to be free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act. This includes, but is not limited to acts 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:



Savanna, Tessa Swartz, Age 6, Hilltop Elementary

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment, and or;
- Has the effect of substantially disrupting the orderly operation of the school.

Policy 8207 and its Procedure 8207-R1 can be found at **www.edmonds.wednet.edu**. The incident reporting form is located under Frequently Requested Forms on the District website as well.

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 Office of the Assistant Superintendent.

Step 4: Contact the Office of the Superintendent.

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).

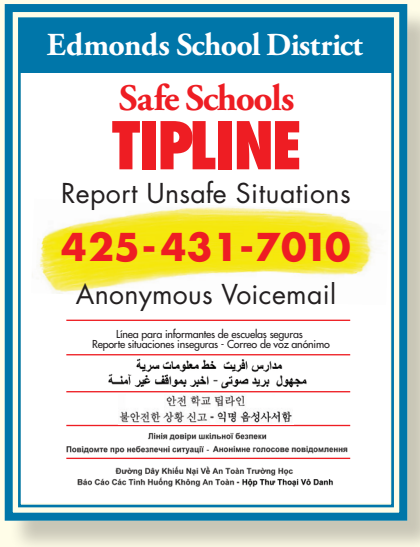
Complaint Procedure

If you believe your child is being discriminated against, you should report your concerns to your child'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

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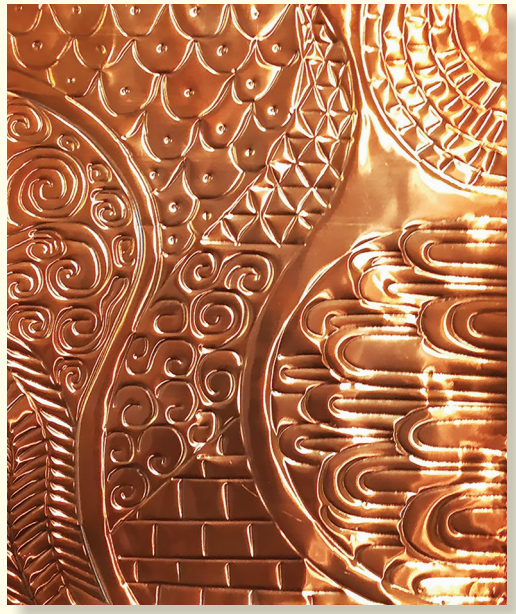
will include how to file an appeal with your School Board if you do not agree with the Superintendent's decision. Corrective measures must occur no later than 30 calendar days of the Superintendent's letter. If you don't agree with the Superintendent's decision or no one responds to your letter, you 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 they receive 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.

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



Waterfall, Makenna Cook, Age 9, Seaview Elementary

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) that may be responsible for picking up your student.

Lockdown Procedure for Violent Intruders

During the 2015-16 school year 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 **www.edmonds.wednet.edu/emergencypreparedness**.

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 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.

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.

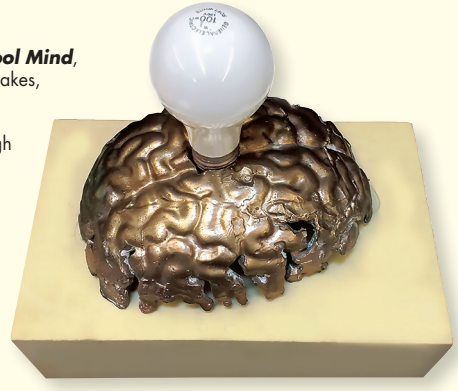
To file a complaint against a school district, education service district (ESD) or other service provider (subgrantee), please visit the Office of the Superintendent of Public Instruction Citizen Complaints website, www.k12.wa.us/TitleI/CitizenComplaint.aspx, for an outline of the 5-step process.

Attendance

Philosophy

It is the policy of the Edmonds School District that on-time daily 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. Attendance policies apply to all students enrolled in the Edmonds School District including District sponsored preschool programs through high school. Students with poor attendance in kindergarten and first grade are much less likely to meet

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Post School Mind, Gregory Oakes, Age 17, Mountlake Terrace High

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critical math and reading benchmarks by the third grade. Third grade benchmarks are closely linked with future academic success and high school graduation rates.

Acceptable Excuses
Absences/tardies may be excused for the following reasons: (school-sponsored activities are not considered absences)

— Personal illness or injury — In cases of extended illness or injury, a doctor's confirmation may be required.
— Medical or dental appointments — Families should make every effort to schedule appointments before or after school hours.
— Participation in activities related to recognized religious holidays.
— Other reasons deemed appropriate by the Principal or designee.

In order to receive "excused" status for an absence, a written note or telephone notification from the student's parent/guardian must be filed with school personnel within two school days following the student's return to school (NOTE — Individuals listed as emergency contacts are not allowed to excuse a student).

Family Vacations/Travel
Families should not schedule vacations to occur while school is still in session. If a family vacation must occur while school is in session, it must be prearranged and approved. The prearranged absence form must be completed and turned in five school days prior to the absence.

Tardies
"Tardy" will be defined at all levels as arriving up to ten minutes late to class. Tardies may be excused or unexcused according to school rules/policies and District definitions for excused and unexcused absences. Unexcused tardies beyond ten minutes may be considered unexcused absences. For additional information, please contact the attendance staff at your student's school.

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



Bored Renaissance, Muna Al-Mtowaq, Age 15, Lynnwood High

Edmonds School District or an agent of the District, which 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 s tudent 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.

For more information, read School Board Procedure 8500 R1 — Student Records System Procedures on the District website.

Directory Information: Opting Out of Its Release

The Edmonds School District uses the following definition of "Directory Information:"

Directory Information is defined as the 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 a student over 18 years of age (eligible student) and returned to a school office. The form is available online at **www.edmonds.wednet.edu/forms**.



Runaway, Sarah Salazar, Age 16, Scriber Lake High