

Descriptive Guide of State and Federal Regulations

Annually, each school district in the State of Washington has an obligation and is required by law to publish a “DESCRIPTIVE GUIDE”, which is to be made available for examination by the public. In an attempt to make the data readily available to the public at large, our district has published information on its web site. This information is provided to meet State requirements. (Reference RCW 28A.150.230 and RCW 28A.320.090)

Ahera Management Plan (Asbestos)

In compliance with regulations, the Vashon Island School District maintains a copy of the Asbestos Hazard Emergency Response Act (AHERA) Management Plan at each school and the Facility Manager’s office.

Asbestos in school facilities exists as follows:

- Chautauqua Elementary School is asbestos free.
- McMurray Middle School has some exterior panels on the fascia that contain asbestos.
- All High School buildings are now asbestos free, with the exception of the gym that has mudded pipe fittings in various areas in that facility.
- The Administration Office is asbestos free.

Through initial concerted efforts and capital improvements, the existence of asbestos has been dramatically lowered in the district. To assure no change in existing conditions, school facilities which contain asbestos are inspected every six months.

Questions and/or concerns may be directed to the district’s Designated Asbestos Coordinator, John Aune, at 463-5110.

Compulsory Attendance Law

RCW 28A.225.010

Parents/guardians of any child eight (8) years of age and under eighteen (18) years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such school may be in session unless the child is enrolled in an approved private school, an educational center as provided in chapter 28A.205 RCW or is receiving home-based instruction.

The school district superintendent may excuse certain students due to disability or other specified circumstances. Some exceptions are applicable for children aged sixteen (16) or older.

Complete details of the attendance law are provided in the Common Schools Manual, which can be reviewed in the school district’s administration office.

Rights Under Family Educational Rights and Privacy Act (FERPA) and Opt-Out Form for Elementary and Secondary Institutions

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. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Vashon Island School District to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) 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 District 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 District 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/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) 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 Office that administers FERPA is:

Family Policy Compliance

U.S. Department of Education

600 Independent Avenue SW

Washington, DC 20202-4605

Confidentiality of Student Records

FAPE/ CFR 45, Part 99 of FERPA

Following is information that the school district provides to parents/guardians on an annual basis consistent with State and Federal guidelines. The school district maintains those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students is treated in a confidential and professional manner.

Parents/Guardians shall be afforded an opportunity to inspect and review all educational records with respect to: (a) the identification, evaluation, and educational placement of the student; and (b) the provision of Free Appropriate Public Education (FAPE) to the student. Parents/guardians' and students' rights related to dissemination of student records are consistent with CFR 45, Part 99 of the Family Education Rights and Privacy Act (FERPA) and School Board Policy 3600, Student Records. FERPA guidelines and the district's policy on Release of Student Information are provided below.

Employee Evaluation

In accordance with RCW 28A.405.100 and minimum criteria set by the Office of Public Instruction, Vashon Island School District personnel are evaluated each year.

Areas of evaluation for classroom teachers include instructional skill, classroom management, professional preparation and scholarship, effort toward improvement when needed, handling of student discipline and attendant problems, interest in teaching pupils, knowledge of subject matter, and other teacher responsibilities.

Certificated support staff are evaluated in the areas of knowledge and scholarship in special fields, management, professionalism, involvement with pupils, parents and other personnel.

Classified employees are evaluated in the areas of work achievement, technical knowledge, quality of work, dependability, responsibility, safety, assignment completion, punctuality and attendance.

The Superintendent is responsible for evaluation of all administrators. Areas of evaluation include knowledge of, experience in, and training in recognizing good professional performance, capabilities and development; school administration and management; school finance; professional preparation and scholarship; effort toward improvement when needed; interest in pupils, employees, patrons and subjects taught in school; leadership; and ability and performance of evaluation of school personnel.

Student Learning Goals

RCW 28A.150.210

Basic Education Act

The goal of the Basic Education Act for the schools of the State of Washington is to provide students with the opportunity to become responsible citizens, to contribute to their own economic well-being and to that of their families and communities, and to enjoy productive and satisfying lives.

To these ends, the goals of each school district, with the involvement of parents and community members, shall be to provide opportunities for all students to develop the knowledge and skills essential to:

1. Read with comprehension, write with skill, and communicate effectively and responsibly in a variety of ways and settings;
2. Know and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history; geography; arts; and health and fitness;
3. Think analytically, logically, and creatively, and to integrate experience and knowledge to form reasoned judgments and solve problems; and
4. Understand the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities.

No Child Left Behind Act (NCLB Section 111(h)(6)(A)(B)) Title 1 Requirements

Parent Notification of Right to Information About Their Child's Teacher or Paraprofessionals

As a Title 1 school, we must meet some new federal rules that allow parents/guardians to learn more about their child's teachers' training and credentials. Information to be shared includes:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

Questions can also be asked about paraprofessionals working with the child in reading, writing, and/or mathematics, and whether the paraprofessional meets state qualifications and/or licensing requirements.

Responsibilities, Rights and Due Process

The Vashon Island School District, Board of Directors and staff acknowledge students' full rights and responsibilities of citizenship consistent with federal, state, and local law, and rules and regulations established by the district. These rights and responsibilities shall not be abridged, altered, or obstructed except for due cause and due process of law.

The Vashon Island School District is viewed as a community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of students is to comply with the policies, rules, and regulations of the schools.

The district's "Responsibilities, Rights and Due Process" brochure is provided to all students annually per State law. Due to continued changes in the law, additional adjustments are made to the brochure, when required.

The brochure is designed to tell students about their and others' responsibilities, rights they share with all others, and general rules to follow so as to take full advantage of their educational opportunities without experiencing major discipline problems.

Copies of the Responsibilities, Rights and Due Process brochure are available at all schools and the district administration office.

Title IX RCW 28A.640

Public Law Section 504/ADA

Vashon Island School District No. 402 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex, age or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX RCW 28A.640 Officer and/or Section 504/ADA Coordinator as listed below:

Dan Kaufman
Director of Student Services

Title IX/RCW 28A.640 Officer
Section 504/ADA Coordinator
WAC 392-190-060

Vashon Island School District No. 402
18850 103rd Avenue SW
Vashon, WA 98070
(206)408-8121

No Smoking

(RCW 28A.210.310)

State law "prohibits use of all tobacco products on public school property." In compliance with this law, the School Board adopted policy and is in full support of the State's position to protect children in the public schools from exposure to the addictive substance of nicotine. We encourage all staff, students, and patrons to actively support enforcement of this policy and **keep our campuses tobacco free!**

DRUG-FREE ZONES

(RCW 69.50.435 AND KCC 12.82.030)

The District recognizes the serious impact of drug abuse on a student's self-concept and on the ability of students to learn. In April, 1995, the Board of Directors designated ALL Vashon Island School District property as "Drug-Free." Laws establish enhanced penalties for certain drug-related crimes committed within 1000 feet of schools and school bus stops. **Just say NO!**

Highly Capable

WAC 392-170-042

As required by State law, annual public notification of parents and students must be made before any major identification activity of highly capable students. Per State definition the term highly capable student shall mean a student who has been assessed to have superior intellectual ability as demonstrated by one or more of the multiple criteria specified in WAC 392-170-040 (cognitive ability, specific academic achievement in one or more major content areas, and exceptional creativity). Notices about identification must be published or announced in school publications, newspapers, and/or other media, with circulation adequate to notify parents and students throughout the district.

Pesticide Regulations

(RCW 17.21.415)

Under state guidelines effective July 1, 2002, school districts must annually provide information regarding its pest control policies and methods, including posting and notification requirements. Notification of use of pesticides at a school facility must be provided to interested parents/guardians of students and employees at least 48 hours before application. Under the direction of former grounds keeper Paul Guintoli, the school district had adopted policies in November, 1997, that already closely matched the new mandates. The policy will be updated to be consistent with the new guidelines. When pesticides are to be used, information will be recorded at 463-1926 and signs will be posted. Inquiries about the new regulations can also be left at this number.

Rights Regarding Release of Student Information School Board Policy 3250

The Vashon Island School District is prohibited from releasing any personally-identifiable records or files about an individual student without written parent/guardian consent. However, the district may release a list of students belonging to a group (e.g., graduating seniors, etc.). A student's name will be excluded from a listing of students upon written request by a parent/guardian. Information in a list may include:

- A. The student's name, address and telephone number;
- B. Date and place of birth;
- C. Major field of study;
- D. Participation in officially recognized activities and sports;
- E. Weight and height of members of athletic teams;
- F. Dates of attendance;
- G. Degrees and awards received; and
- H. The most recent previous educational agency or institution attended by the student.

The district may also release photographs of students for public information purposes and for Vashon Island School District publications and its website. Email addresses and telephone numbers designated as "unlisted" will not be provided as Student Directory Information.

At least once a year, parents/guardians shall be notified of their right to request any or all of these categories of information, including personally-identifiable photographs, not be released without their prior consent.

Student directory information will only be given to those individuals and/or organizations whose request directly correlates with school-related activities and projects. For example:

- photography studios (for yearly student/class photos and ASB cards);
- non-profit support groups such as PTSA, Partners in Education, booster clubs;
- state organizations such as the Washington Interscholastic Athletics Assn., Superintendent of Public Instruction, Educational Service District