

# Our Yearly Bear News

## Information Packet

October 2020

### Greetings Parents/Guardians!

Greetings Parents and Guardians!  
Each year we send you an information packet with updates on keeping your child safe along with rights and responsibilities. We send this out to you each year. This is a unique year with the pandemic and all that comes along with remote learning. As we plan to get back to- "In-person learning" we wanted to send out this information for you and for your child.

If you have any questions, feel free to contact us at school (360-793-1330). I would be glad to talk with you and attempt to answer any questions you might have. We are eager to have all our students back at school.

### NEW THINGS:

1. We have an upgraded playground area for students this year!
2. Our building received a new paint job and improved entry ways.
3. We continue to keep our technology upgraded for both remote support and in-class support.
4. We will be having new Next Generation Science kits from our recently adopted Amplify Science program.
5. Our school theme for this year is "It's All About Connections". We want to continue our work in making connections with learning, with our families and making stronger connections between staff and students.

We value input from our families as we seek to support your son or daughter in their academic and social growth this

year. Our goal is to create opportunities for more community involvement. If you would like to get in touch with me, I am available Tuesdays and Thursdays from 10:00 to 11:00 AM. You can schedule an appointment with Connie in the office. Here is my contact information if you want to contact me directly:

Phone # 360-793-1330.

Email: [bjernberg@index.k12.wa.us](mailto:bjernberg@index.k12.wa.us)

Brad Jernberg  
Superintendent /Principal

\*\*\*\*\*

### The Index School Board Supports Our School!

Board President, Katrina Murphy, invites you to attend meetings on the third Tuesday of each month.

Kathy Corson is our Vice President.

Amy Johnson, and Sue Cross are directors on the school board.

All members of our school board are committed to seeing the best education for your children. Notices of School Board meetings are posted on the reader board at the local store and the front door of the school.

\*\*\*\*\*

### Playthings

All playthings, toys, including games, CD's, DVD's, should be left at home unless it is for a special classroom lesson such as show and tell. Cell phones are not to be used during school hours. Please call the office at 360 793-1330 to reach your student.

\*\*\*\*\*

## **Special Services**

Annual Public Notice of Special Education Services and Programs, Services for Gifted, Homeless, Migrant Students and Services for Protected Handicapped Students, To Parents who reside in one of the Twenty Constituent School Districts of the Northeastern Educational Intermediate Unit.

El contenido de esta nota se ha escrito en inglés. Si usted no entiende esta nota, debe contactar el distrito escolar (vea los contactos) y solicite una explicación.

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district (see contacts) and request an explanation.

### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973, McKinney-Vento Homeless Assistance Act, Education for Homeless Youth 42USCA 11431. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services, including youth incarcerated in adult facilities and/or residential/detention facilities, homeless and migrant children, wards of the state, and private school students.

If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact Kelly Dickey, NEIU Early Intervention Supervisor at (570) 876-9255.

### ChildFind:

The ChildFind program conducts activities for the purpose of locating, evaluating and identifying students with a suspected disability.

Activities apply to student's age birth through 21. Formal screenings and assessments, which could include the areas of hearing, vision, social skills, languages, learning and motor skills, are completed on preschool students.

For parent(s)/guardians(s) with concerns about their child's development or questions about the ChildFind program, please contact the Index School at 360-793-1330.

### Home Schooling:

Parents and students may exercise their personal preference for home instruction, but must register their Declaration of Intent with the Index School District to conduct instruction in the home. Home instruction is subject to those state laws and regulations, which ensure a sufficient basic education program is provided. Registration forms for home schooling may be obtained by calling the school. Granting of credit for home instruction is at the discretion of the district. (RCW28A.225.010; 28A.150.350; WAC392.134.002-392.134.010; WAC392.121.181-392.121.183)

.....

### Title I, Part A Right to Ask for Teacher's and Paraeducator's Qualifications

Dear Parents/Guardians:

In compliance with the requirements of the Every Student Succeeds Act (ESSA) the **Index Elementary** would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraprofessional(s).

### A. The following information may be requested for teacher(s):

1. Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

### B. The following information may be requested for instructional paraprofessional(s):

Paraprofessionals must work under the supervision of a certified teacher. In schools that operate a schoolwide program, all paraprofessionals must meet professional qualifications. In a Targeted Assistance program, any paraprofessional who is under the direct supervision of a certificated teacher must meet the professional qualifications.

Paraeducators can provide a copy of their high school diploma — transcripts are not necessary. Schools that operate a Title I, Part A program must have a high school diploma or GED and completed the following:

1. Pass the ETS ParaPro Assessment. The assessment measures skills, and content knowledge related to reading, writing and math;

If you wish to request information concerning your child's teacher's and instructional paraprofessional's qualification, please contact Brad Jernberg at 360-793-1330 or [bjernberg@index.k12.wa.us](mailto:bjernberg@index.k12.wa.us).

Sincerely,  
Brad Jernberg  
Superintendent/Principal  
Index Elementary School

## **Special Education Services:**

Index Public School provides special education services for all students with disabilities. These services are available in the general age range of birth through age 21 and are provided as near the child's home school area as possible. Parent(s)/guardian(s) of students with disabilities have basic rights in the following areas: (1) notice and consent, (2) confidentiality of records, (3) testing and assessment, (4) individualized educational program, (5) placement, and (6) due process (mediation and/or impartial hearing), a standardized process for resolving disagreements.

Index Public School has the legal responsibility to notify parent(s)/guardians(s) when the district proposes to initiate or change the identification, assessment or education of the child; or when it, upon request of the parent(s)/guardian(s), refuses to initiate or change the identification, assessment or educational placement of the child or the provision of a free appropriate education to the child.

Index Public School must obtain the written consent of the parent(s)/guardian(s) prior to conducting any initial evaluation of a student and prior to providing initial special education and related services to a special education student. If parent(s)/guardian(s) do not consent, the district may ask for a hearing officer to decide the issue. (WAC3920172-304c  
.....

### **Student Services**

The Educational Services Department manages a variety of programs, including:

- Special Education.
- Title I/LAP Remedial Education.
- Curriculum and Assessment.
- Nursing.
- Sec. 504 Administration.
- Bilingual Education.
- Home-Hospital Tutoring.
- Staff Development.

- Home Schooling.

For more information about the programs offered, e-mail the Educational Services Dept., or call the department at (360) 793-1330.

### **Birth to 3 Program**

The Index School District contracts with Snohomish County ITEIP, 3000 Rockefeller, MS 305, Everett WA 98201. The services are provided in your home or in your child's daycare. If you or your doctor is concerned about your infant or toddlers development contact the school.

### **Title I and Special Education**

The district offers a broad range of classroom services for students with disabilities and those needing remedial education in grades K-8.

### **\*Policy No. 4130 TITLE 1 PARENT INVOLVEMENT**

1. The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The Board views the education of students as a cooperative effort among school, parents, and community. The Board expects that its schools will carry out programs, activities, and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- A. Play an integral role in assisting their child's learning;
- B. Are encouraged to be actively involved in their child's education at school; and

C. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

D. The board of directors adopts as part of this policy the following guidance for parent involvement. The District shall:

E. Put into operation programs, activities, and procedures for the involvement of parents in all of its Title 1 schools consistent with federal laws. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children;

F. Work with its schools to ensure that the required school-level parental involvement policies meet the requirements of federal law, including a school parent compact;

G. To the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format in a language parents understand including alternative formats upon request; and

H. Involve the parents of children served in Title 1, Part A schools in decisions about how the 1 percent of Title 1, Part A funds reserved for parental involvement is spent.

**NONDISCRIMINATION PUBLIC ANNOUNCEMENT**

Index School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have

been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator

Superintendent/Principal Brad Jernberg

PO Box 237

436 Index Ave

Index, WA 98256

360-793-1330

[bjernberg@index.k12.wa.us](mailto:bjernberg@index.k12.wa.us)

Section 504/ADA Coordinator

Superintendent/Principal Brad Jernberg

PO Box 237

436 Index Ave

Index, WA 98256

360-793-1330

[bjernberg@index.k12.wa.us](mailto:bjernberg@index.k12.wa.us)

Title 1X Coordinator

Executive Assistant Connie Fehrenbach

PO Box 237

436 Index Ave

Index, WA 98256

360-793-1330

[cfehrenbach@index.k12.wa.us](mailto:cfehrenbach@index.k12.wa.us)

Index School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact our Superintendent.



## **Truancy (Becca Bill) and Compulsory Attendance**

Attendance is important for academic success, and unexcused absences may be an early warning sign for unaddressed problems with school and future dropout. When youth fail to attend school, they are considered truant.

Washington law requires children from age 8 to 17 to attend a public school, private school, or to receive home-based instruction (homeschooling) as provided in subsection (4) of [RCW 28A.225.010](#). Children who are 6 or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. Please contact the school at 360-793-1330 if your child will be missing school. RCW 28A.25 requires school to file petitions with the juvenile court when students have unexcused day of absence. Index School complies with this law.

### **Excused Absences**

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian.

A. The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);

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 a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

### **Weapons and Schools**

School safety and security is increased by limiting the availability of weapons and potential weapons on school grounds. Both state and federal law regulate the possession of firearms and other dangerous weapons at school and near schools.

State and federal law require each public school district and each approved private school to report to OSPI all known incidents involving the possession of weapons on school premises, transportation systems, or in areas of facilities while being used exclusively by public or private schools. In addition, public school districts are required by Title IV (Safe and Drug-Free Schools) and by Title X (Unsafe School Choice Option) of the Elementary Secondary Education Act (ESEA) to report the number of suspensions and expulsions for specific types of student behaviors.

### **Bullying and Harassment (HIB) Toolkit**

The 2010 Legislature passed Substitute House Bill 2801, a Washington State law that prohibits harassment, intimidation, or bullying (HIB) in our schools.

RCW 28A.300.285 defines harassment, intimidation or bullying as any intentionally 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:

- 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.
- Has the effect of substantially disrupting the orderly operation of the school.

Schools are required to take action if students report they are being bullied. Since August 2011, each school district has been required to adopt the model

Washington anti-bullying policy and procedure.

### **Student Birthday Celebrations**

In order to support healthy habits at the school per OSPI's Smart Snack policy effective as of July 1, 2014, students will not be allowed to bring cupcakes, cookies, or other sugary foods to celebrate student birthdays in the classroom.

Parents are encouraged to find non-food celebration items if they wish to acknowledge a student's birthday within the classroom setting. Suggestions include pencils, small erasers, or donating a book to the classroom in the student's name. Any questions can be answered by reading our Wellness policy #6700. Ask for a copy if you are interested.

### **Cyber Bullying & Digital/Internet Safety**

The Internet offers a wealth of resources and material for education. Accessed through a variety of electronic devices, it also allows for rich and diverse opportunities for 21st century communications. These devices are becoming ever more diverse and ubiquitous. They raise issues of digital / Internet safety and digital citizenship. Along with ensuring that our young people have the technological skills to effectively use digital devices, platforms, and resources for educational purposes, we also have the responsibility to teach them how to be safe and productive digital citizens of the 21st century. This responsibility has been mandated through the Protecting Children in the 21st Century Act.

Within this context, Washington's anti-bullying law includes the prohibition of cyber bullying. Cyber bullying is bullying using electronic devices to initiate repeated negative behavior toward a less-powerful person. Electronic name-calling, shunning and shaming are all forms of cyber bullying. So are spreading rumors, gossiping and

making threats online. Schools are permitted to discipline students who engage in cyber bullying if it disrupts the orderly operation of school. Additional HIB training materials are available on the Safety Center web site.

### **Public Schools Emergency Communication System**

<http://www.schoolreport.org/>

This site provides a report of school schedule changes due to adverse weather conditions and other emergency situations for member school districts, colleges, and private school, click on the appropriate button in the left-hand column that reads "My School Report". : Subscribe." Or "Sign In." Unless otherwise noted, member schools are operating normal schedules. Sign up for email alerts. Subscribe to receive direct notification from your school via email. Mobile Alerts: Schoolreport.org can email messages to your text-enabled cell phone or pager. Contact your carrier for more information on your phone's email address.

### **Americans With Disabilities Act**

"No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

### **Concerns**

We strive to inform, confer, and communicate with families in as professional a manner as possible. We are human and sometimes we goof. Let someone in the office know if this happens. We can only improve if we have good feedback. We appreciate any feedback or ideas that will make us a better school. Come in early and often, please don't let things build up.

### **Daily Schedule**

School Office Hours 7:30 – 3:00

Kindergarten – 8<sup>th</sup> grade starts at 8:00 a.m. and ends at 2:30 p.m. except on early release days and all Wednesdays when students are released at 1:30.

Early release days are built into the school calendar. Students are released at 11:30 on those days.

### **Smarter Balanced Assessment**

#### **(Grades 3-8)**

The Smarter Balance Assessment is the state's exam for students in grades 3-8. State testing should never be the sole judge of a student's academic skills and knowledge. A student's entire performance should always be considered.

Students are tested in English Language Arts (grades 3-8), mathematics (grades 3-8) and science-MSP (grades 5 and 8). Index School tests in the spring.

### **Building and Facilities Use**

Our school district encourages community use of the building and grounds. This is especially true for activities benefiting local youth. The staff will make every effort to provide school facilities on a feeless basis for local youth and non-profit community groups. Commercial and fundraising activities will involve a fee.

### **Asbestos**

In compliance with the U.S. Environmental Protection Agency (EPA), Asbestos Hazard Emergency Response Act (AHERA), performed inspections of our school building for asbestos-containing building materials. The inspection findings and our asbestos management plan have been on file in the administrative office since that time.

## **The McKinney-Vento Act**

The McKinney-Vento Act requires schools to enroll homeless children and youth immediately, even if they lack normally required documents, such as immunization records or proof of residence. The act ensures that homeless children and youth have transportation to and from their school of origin if it is in the child's or youth's best interest. See Enrollment Rights and Services (Policy No. 3115) for more information.

## **Washington's Role**

The McKinney-Vento Act provides grant funding to states and, in return, states are bound by the terms of the act. Washington receives approximately \$950,000 in funding each year from the U.S. Department of Education to support the education of homeless students in school programs. This is the only money specifically designated for serving the educational needs of homeless students in Washington. OSPI, as the state educational agency, designates a statewide Homeless Education Coordinator to review policies and create procedures, including dispute resolution procedures, to ensure that homeless children and youth are able to attend school.

## **School District Responsibilities**

Local school districts must designate a homeless liaison, Brad Jernberg, to ensure that homeless children and youth are identified and served. The liaison must provide public notice to homeless families (in the community and at school), and facilitate access to school services including transportation. School districts are also required to track their homeless students and report that data annually to OSPI.

## **Highly Capable Program**

At Index the term highly capable student means a student who has been assessed to have superior intellectual

ability as demonstrated by one or more of the multiple criteria in WAC 392-170-040. These students exhibit high capability in intellectual and/or creative areas, possess an unusual leadership capacity, or excel in specific academic fields, thereby requiring services beyond the basic programs provided by schools. Outstanding abilities are present in students from all cultural groups across all economic strata and in all areas of human endeavor. Washington Admin. Code 392-170-035

## **Federal and State Mandates**

**We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, genetic information & testing, family & medical leave,**

**Sexual orientation and gender Identity or expression, protected veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.**

## **Title I, Part A funds**

**Parents have the right to request information regarding the professional qualifications of their student's classroom teacher.**

---

## Non – Discrimination Statement

The Index School district does not discriminate on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence or any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the boy Scout and other designated youth groups. Inquiries regarding non-discrimination may be directed to: Connie Fehrenbach, Title IX Affirmative Action or Brad Jernberg, Civil Rights Compliance Officer/Section 504 Coordinator. Both are in the office at Index School District and can be contact at (360) 793-1330.

### District Sexual harassment Policy

Students and staff are protected against sexual harassment by anyone in any school program or activity, including the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

## Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Connie Fehrenbach, (360) 793-1330; PO Box 237 436 Index Ave. Index, WA. 98256

For a copy of Index School District's Sexual Harassment policy and procedure, contact your school.

<https://app.eduportal.com/documents/view/394343>

### COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

### Complaint to the School District **Step 1. Write Out Your Complaint**

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and

describe what actions you believe the district should take to resolve the problem. Send your written complaint by mail, fax, email, or hand delivery to the district superintendent or civil rights compliance coordinator.

### **Step 2: School District Investigates Your Complaint**

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days-unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### **Step 3: School District Responds to Your Complaint**

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notifications that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response-unless you agree to a different time period.

#### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will

include information about how to file a complaint with the office of Superintendent of Public Instruction (OSPI)  
**Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) /

Fax: 360-664-2967.

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA. 98504-7200.

For more information, visit [www.k12.wa.us/Equity/complaints.aspx](http://www.k12.wa.us/Equity/complaints.aspx) or contact OSPI's Equity and Civil Rights Office at 360-725-61652/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

#### **Other Discrimination Complaint Options**

Office for Civil Rights, U.S. Department of Education  
206-607-1600 / TDD: 1-800-877-8339 /  
[OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) / [www.ed.gov/ocr](http://www.ed.gov/ocr)

Washington State Human Rights Commission  
1-800-233-3247 / TTY: 1-800-300-7525 /  
[www.hum.wa.gov](http://www.hum.wa.gov)

**If you want to contact a staff member, we all have emails:**

Use the first letter of their first name followed by the entire last name. Then type @index.k12.wa.us

Here is an example:

For Connie Fehrenbach type [cfehrenbach@index.k12.wa.us](mailto:cfehrenbach@index.k12.wa.us)

All staff members are listed in the school's flip calendar provided to you.

**\*Emergency Weather – What to do?**

In the event of a school emergency or for school schedule changes due to adverse weather conditions and/or other emergency situations connect to FlashAlert.net for updated communications.

**Note:**

If you are signed up to FlashAlert Newswire, you will automatically receive information about delays or closures on your phone and/or computer.

***Index School on FlashAlert.net***

Weather / Snow Days

This is a good time of year to remind you that Index is a part of the Puget Sound Emergency Communications System. During periods of extreme weather conditions, school will be delayed or closed. In addition, buses may run on an abbreviated schedule. Here is a list of radio and TV stations you can use for up-to-the-minute information and/or changes.

Radio - AM -- KCIS 630 - KAPS 660 - KIRO 710 - KIXI 880 - KOMO 1000 - KYCW 1090 KRKO 1380 - KBRC 1430

Radio - FM -- KPLU 88.5 - KSER 90.7 - KLSY 92.5 - KUBE 93.3 - KMPS 94.1 - KBSG 97.3 - KMTT 103.7 - KCMS 105.3 - KRWM 106.9 -

TV Stations - KOMO 4 - KING 5 / KONG 6 - KIRO 7 - KVOS 12 - KCPQ 13

**Citizen Complaint Against a School District or Other School Service Provider**

Here is an overview of the citizen complaint process described fully in Chapter 392-168 WAC, Special Service Programs—Citizen Complaint Procedure for Certain Categorical Federal Programs.

- Find this WAC online: <http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>.

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

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

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

**STEP 1 Use Your Local Process First**

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

## STEP 2 File a Citizen Complaint Through OSPI

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

- **Contact Information of the Person Filing the Complaint.** Your name, address, telephone number and email, if you have one.

- **Optional:** If someone is helping you to file this citizen complaint, include **1)** their contact information, and **2)** your relationship to them — for example, family member, a relative, friend or advocate.

- **Information about the School District, ESD or School Service Provider you believe committed this violation.**

Name and address of the school district, ESD or school service provider (subgrantee) you think violated a federal rule, law or regulation or a state regulation that applies to a federal program.

- **The Facts — What, Who & When.** Include a description of the facts and dates, in general, of when you think the alleged violation happened.

1. What specific requirement has been violated?
2. When did this violation occur?
3. Who you believe is responsible: names of all the people, and the program or organization involved.

- **Optional:** Did you file a written citizen complaint first with the school district, ESD or school service provider? Although not required by Chapter 392-168 WAC, it is helpful if we can review a copy of your citizen complaint and the results, if any.

- **The Resolution You Expect.** A proposed solution, if you think you know

or have ideas about how the issue can be resolved.

## STEP 3 Mail or Fax Your Written Citizen Complaint to OSPI

Office of Superintendent of Public Instruction

**Attn: Citizen Complaint-Title I, Part A**  
P.O. Box 47200 Olympia, WA 98504  
Fax: (360) 586-3305

Citizen Complaint Against a School District or Other School Service Provider

## STEP 4 OSPI Staff Process Your Complaint

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

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

or school provider (subgrantee).

Their response must clearly state one of two results:

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

If you need to provide more information about the allegations in the complaint, send that information to OSPI within **5 calendar days** of the date of the response from the school

district, ESD or school service provider (subgrantee).

(subgrantee) received notification from OSPI.

**STEP 5 Final Decision by OSPI**

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

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

\*Review all the information gathered related to your complaint. The review could include the results of an independent, on-site investigation.

\*Decide independently whether or not the district, ESD or school service provider (subgrantee) violated a federal rule, law or regulation or a state regulation that applies to a federal program.

\*Provide you with the final decision: Findings of fact, conclusions, and reasonable measures necessary to correct any violation.

\*The district, ESD or school service provider (subgrantee) must take the corrective actions OSPI prescribes within **30 calendar days** of the final decision.

\*A citizen complaint is considered resolved when OSPI has issued a final written decision and corrective measures, if necessary, are complete.

**Extend or Waive Timelines**

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

Office of Superintendent of Public Instruction

Attn: Citizen Complaint—Title I, Part A

P.O. Box 47200 Olympia, WA 98504

<http://www.k12.wa.us/Equity/Complaints.aspx>



Visit this website for information.

\*\*\*\*\*

Watch for Bear News the first Friday of each month.



We are happy to have you as one of the Index Bears!