

Student Handbook

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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.

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 are on file in the administrative office since that time.

Birthday (Student) Celebrations

In order to support healthy habits at school per OSPI Smart Snack Policy effective July 1, 2014, students will not be allowed to bring cupcakes, cookies, or other sugary foods to celebrate student birthdays in the classroom. Parents/guardians are encouraged to find non-food 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.

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 toddler’s development contact the school.

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 without a fee for local youth and non-profit community groups. Commercial and fundraising activities will involve a fee.

Bullying and Harassment

The 2010 Legislature passed Substitute House Bill 2801, a Washington State law, which 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 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. We strive to inform, confer, and communicate with families. Let someone in the office know if there are any concerns. We appreciate any feedback or ideas that will make us a better School. Parent and Student Rights (Procedural Safeguards) October 2013

The Individuals with Disabilities Education Act (IDEA) requires schools to provide the parents/guardians of a student who is eligible for or referred for special education with a notice containing a full explanation of the rights available to them.

School districts must provide parents a copy of the [Notice of Special Education Procedural Safeguards](#):

- At least once every school year.
- When you or others, including the district, request that your student be evaluated to determine eligibility for special education services. This process is called a referral.
- The first time you file a citizen complaint in a school year.
- The first time you request a due process hearing in a school year.
- When a decision is made to remove a student for more than ten school days in a year, as part of a disciplinary action, and that removal constitutes a change of placement.
- Upon request.

Calendar Notices

The Index School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, national origin, sex, sexual orientation gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups.

ChildFind:

The ChildFind program conducts activities for the purpose of locating (including homeless and/or temporarily housed children), evaluating, and identifying students with a suspected disability. Activities apply to student's ages 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 parents(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.

Cyberbullying & 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 cyberbullying. Cyberbullying 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 cyberbullying. So are spreading rumors, gossiping and making threats online. Schools are permitted to discipline students who engage in cyberbullying if it disrupts the orderly operation of school. Additional HIB training materials are available on the Safety Center web site.

Health Screenings

Our school nurse is responsible for providing health screenings. Screening is required for vision and hearing grades 1, 2, and 3, plus every three years after.

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.

Homework

Homework is considered to be an important part of the educational program. Homework assignments provide students the opportunity to develop self-responsibility, good study habits, and mastery of skill taught. Specific assignments and the frequency of homework will vary according to the individual teachers.

Lost and Found

Items are turned in often including coats, hats, mittens, shoes as well as personal treasures. Students may retrieve lost articles by checking the lost and found box.

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.

Medications

Whenever possible, parents are encouraged to give medication outside of school hours. Over the counter and prescription medication cannot be given at school without proper form signed by the physician and parent. Specific orders must be received from the student's physician for all medication brought to school.

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

504/ADA Coordinator Superintendent/Principal

Brad Jernberg

PO Box 237

436 Index Ave

Index, WA 98256 360-793-1330 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

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.

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. For additional information related to Section 504 services, the parent may refer to Section 504. Also, school districts are required to conduct child find activities for children who may be eligible for highly capable services. For additional information regarding highly capable services a copy of policy and procedure is available at registration or through the school office. If a student is both gifted and eligible for Special Education, the procedures in IDEA Special Education 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 web site. 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 their 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 our special education teacher at 360-793-1330.

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 phone are not to be used during school hours. Please call the office at 360-793-1330 to reach your student. Thank you.

Public Schools Emergency Communication System

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

Weather / Snow Days

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 —KCIS630—KAPS660—KIRO710—KIXI880—KOMO1000—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 – KVOX 12 – KCPQ 13

School District Responsibilities

Local school districts must designate a **homeless liaison** 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.

School Dress Standards

A student's appearance significantly affects the way others respond to them. Clothing that refers to alcohol, drugs, inappropriate language or is otherwise provocative (extremely baggy pants or spaghetti string tops) or distracting should not be worn to school. Clothing should adequately cover the body and reflect modesty. Hats are not to be worn in the school building.

School Lunch

It is desired that each child is provided nutritious meals. Lunch counts must be in by 8:30 a.m. daily. If your student arrives later than that and the school has not been notified, parents need to provide the child with a sack lunch. For those eligible, applications for free or reduced lunches are available at registration and in the school office. Students either need an approved application on file or money to receive a school meal. We cannot accept charges for meals. Breakfast: \$2.00 per day Lunch: \$3.00 per day Milk is \$.75 per meal (Prices are subject to a yearly increase.)

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

Our School Administration 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 call (360) 793-1330.

TITLE 1 PARENT INVOLVEMENT #4130

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 school 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:

1. Play an integral role in assisting their child's learning;
2. Are encouraged to be actively involved in their child's education at school; and
3. 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;

2. The board of directors adopts as part of this policy the following guidance for parent involvement. The district will:
 1. Put into operation programs, activities and procedures for the involvement of parents in its Title I school consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
 2. Provide the coordination, technical assistance, and other support necessary to the school in the planning and implementing of effective parent involvement activities to improve student academic achievement and school performance.
 3. Build the school's and parent's capacity for strong parental involvement.
 4. Coordinate and integrate Title I parental involvement strategies with parent involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction, Preschool Youngsters, or state-run preschools;
 5. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the school served with Title I funds including: identifying barriers to greater participation of parents in Title I related activities, with particular attention to participation of parents with limited English proficiency, parents with disabilities and parents of migratory children; and
 6. Involve the parents of children served in Title I, Part A schools in decisions about how the Title I, Part A funds reserved for parental involvement are spent.

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.

Daily Schedule

School office hours

7:30 – 3:00

Kindergarten – 8th grade 8:00 – 2:30
Student supervision begins at 7:45 a.m.

Every Wednesday school will be dismissed at 1:30 to provide staff with quality planning time. Please refer to the school district calendar for changes in the schedule.

Visitors and Volunteers

We encourage parents and guardians to become actively involved in their student's education. The power of the learning team – student, parent, and teacher – is magnified when all the players work together toward a common objective. Everyone has something to contribute – a special skill, a special knowledge, or just some time to spare! Please contact your child's teacher or the office to volunteer. If the visit is to conference with a teacher, you should schedule an appointment in advance through the district office at 360-793-1330. Students visiting from other school also should obtain prior approval.

Weapons on School Premises (Regulation)

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and [RCW 9.41.280](#) are reported annually to the Superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

1. Persons engaged in military, law enforcement, or school district security activities
2. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course
3. Persons competing in school authorized firearm or air gun competitions; and
4. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

1. Persons with concealed weapons permits issued pursuant to [RCW 9.41.070](#) who are picking up or dropping off students; and
2. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended

vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person’s possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials will promptly notify the student’s parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

3241 – Classroom Management, Discipline and Corrective Action

Cross References:	4260 – Use of School Facilities
	3241 – Classroom Management, Discipline and Corrective Action
	3240 – Student Conduct Expectations and Reasonable Sanctions

Legal References: RCW 9A.16.020 Use of force – when lawful

RCW 9.41.280 Dangerous weapons on facilities—Penalty — Exceptions

RCW 9.91.160 Personal protection spray devices

RCW 28A.600.420 Firearms on school premises, transportation, or facilities — Penalty — Exemptions

Management Resources: Policy News, August 2006 Weapons on School Premises

Policy News, August 1998 State Encourages Modification of Weapons Policy

Policy News, October 1997 Legislature also addresses “look-alike” firearms

(360)793-1330 information@index.k12.wa.us Mailing Address P.O. Box 237 Physical Address 436 Index Ave., Index, WA 98256

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.