



## Annual Notification 2018-2019

School Districts are required by law to inform the community of the following each year:

**Nondiscrimination Disclosure:** The Glenwood 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 employee has been designated to handle questions and complaints of alleged discrimination, Compliance coordinator, Section 504 coordinator, and Title IX coordinator: Mrs. Heather Gimlin, Superintendent, 320 Bunnell Street, Glenwood, WA 98619, (509) 364.3438.

**Grievance Procedure:** Students, and/or parents, staff or other individuals acting on behalf of students of the district are eligible to participate in this complaint procedure. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Policy No. 3210 and No. 5010) and more particularly to policies dealing with guidance and counseling (Policy No. 2140), co-curricular program (Policy No. 2150), service animals in schools (Policy No. 2030) and curriculum development and instructional materials (Policy No. 2020). As used in this procedure:

“Grievance” shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any state or federal anti-discrimination laws.

A complaint shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps shall be taken:

### Process for Resolution

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer.

### Level One

A complaint must be written, signed by the complainant and set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer shall investigate the allegations set forth within 30 calendar days.

The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent shall respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The response of the superintendent will include notice of the complainant’s right to appeal to the school board, and will identify where and to whom the appeal must be filed.

The superintendent’s written response shall state that the district either:

- A. Denies the allegations contained in the written complaint received by the district; or
- B. Shall implement reasonable corrective measures to eliminate any such act, condition or circumstance within the school district.

Such corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

#### Level Two

If a complainant disagrees with the superintendent's written decision or if the superintendent fails to respond, the complainant may appeal to the district board of directors by filing a written notice of appeal with the secretary of the board by the tenth calendar day following:

- A. The date upon which the complainant received the superintendent's response, or
- B. The expiration of the 30-calendar day response period stated in Level One, whichever occurs first.

The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board will render a written decision by the tenth calendar day following the termination of the hearing and will provide a copy to the complainant, unless otherwise agreed to by the complainant and the superintendent or for just cause. The response of the board will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed.

#### Level Three - Appeal to the Superintendent of Public Instruction

If a complainant disagrees with the decision of the board of directors in connection with any matter which, if established, would constitute a violation, the complainant may appeal the board's decision to the Superintendent of Public Instruction.

- A. A notice of appeal must be received by the Superintendent of Public Instruction on or before the 20th day following the date upon which the complainant received written notice of the board of directors' decision.
- B. A notice of appeal must be in writing in the form required by the Superintendent of Public Instruction and must set forth:
  - 1. A concise statement of the original complaint and the portions of the board of director's decision which is appealed; and
  - 2. The relief requested by the complainant.

#### Other

If the complainant remains aggrieved they may seek resolution with federal or state agencies empowered with the authority to resolve such complaint.

#### Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, shall be retained in the office of the compliance officer for a period of six years.

#### Resources

- 1. District Contact  
Mrs. Heather Gimlin, Superintendent
- 2. State Contacts  
Superintendent of Public Instruction  
Equity and Civil Rights Office  
P.O. Box 47200  
Olympia, WA 98504-7200  
360.725.6162  
  
Washington State Human Rights Commission  
711 South Capitol Way, Suite 402  
P.O. Box 42490  
Olympia, WA 98504-2490  
360.753.6770  
  
Office of Civil Rights

U.S. Department of Education  
915 Second Avenue, Room 3310  
Seattle, WA 98174  
206.607.1600

**Drug/Alcohol and Tobacco Free:** Glenwood School District recognized the need for a Drug free, Alcohol free and Tobacco free environment. Our district has implemented a Drug/Alcohol Abuse Program. This program emphasizes prevention, intervention, after care support and necessary corrective action. We want to keep all patrons informed of these programs, which are available locally to students, staff, and community members.  
For further information contact: Mrs. Heather Gimlin at 509-364-3438.

**Childfind Notification:** Glenwood School District is committed to addressing all children, between the ages of birth to 21, residing in the State, with disabilities who are homeless or are wards of the State. Regardless of the severity of their disability, those in need of special education and related services are identified, located, and evaluated. This includes children with disabilities who reside within or outside the district boundaries and students who attend private schools within the district. If your family is living in a temporary situation, you may contact the district where you are currently staying for a screening. Disabilities can be in any one of several categories that ultimately affect a child's learning, such as the ability to think, to express oneself, hearing, intellectual functioning, language, learning, movement, serious behavioral needs, speech, or vision to see or hear clearly, to get around, or understand instructions given. If you have a child, whom you think might have a disability requiring special education instruction or significant accommodations at school, or if you know of such a child, please feel free to call the Glenwood School District Office at (509) 364-3438.

**Home-based instruction:** A parent who intends to cause his/her child or children to receive home-based instruction in lieu of attendance or enrollment in a public school, approved private school or an extension program of an approved school, must file an annual declaration of intent. Forms are available in the district office.

**Teacher Qualifications:** You have the right under Federal law to request information specific to teacher qualifications. For more information, please contact Mrs. Heather Gimlin, PO Box 12, Glenwood, WA 98619 or call 509-364-3438.

**Equal Opportunity Employer:** The Glenwood School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district Title IX/RCW 28A.640 Officer, Section 504/ADA Coordinator Mrs. Heather Gimlin at PO Box 12, Glenwood, WA or call 509-364-3438.

**Notice for Directory Information:** Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

**No Child Left Behind Ensures Your Right to Know:** No Child Left Behind (NCLB) places an emphasis on parents' right to know about the professional qualifications of their child's classroom teachers. Parents have the right to request the following information about the instructional staff working with their child:

1. Has the teacher met state certification for the grades and subjects that he or she is teaching?
2. Is the teacher working with an emergency or conditional certificate?
3. What was the baccalaureate degree major of the teacher and any other graduate certification or degree held?
4. What are the qualifications of the paraeducators working with the child?

In addition, all Title 1 schools must notify parents individually when their child has been assigned to or has been taught by a teacher who does not meet NCLB highly qualified requirements. The Glenwood School District operates a Title 1 school wide program.

All Glenwood School District K-12 teachers and paraeducators currently meet the highly qualified definitions set by No Child Left Behind (NCLB). Requests for information should be sent to Mrs. Heather Gimlin, Superintendent, Glenwood School District, PO Box 12, Glenwood, WA 98619 or call 509-364-3438.

**Family Education 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 district records custodian a written request that identifies the record(s) they wish to inspect. The records custodian 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 the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, 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. Parents or eligible students have a right to inspect or review information including when the student is a dependent under IRS tax code, when the student has violated a law or the school rules regarding alcohol or substance abuse (and the student is under 21), and when the information is needed to protect the health or safety of the student or other individuals.
4. 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. Exceptions which permit disclosure without consent are: disclosure deemed by the district as necessary to protect the health or safety of the student or other individuals and 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, hearing officer, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

5. 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 name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202